



Call us for assistance – **Toll-free: (866) 378-1722**
Local: (202) 684 7150
Fax: (866) 511-7599
1802 Vernon Street, NW
Washington, DC 20009
Email: dc@travelvisapro.com

BRITISH NATIONAL OVERSEAS (BNO) PASSPORT RENEWAL
for Adults Ages 16 & Over

Thank you for considering **Travel Visa Pro** for your **BNO Passport**. You are about to make an excellent choice since our agency specializes in expediting U.K. passports and is located **5 minutes walk away** from British Embassy in Washington, DC.

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Passport Type	British Embassy Fees	Travel Visa Pro Fee	Processing Time
Adults (for 32 page passport)	\$244	+\$99	2-4 WEEKS*
Adults (for 48 page passport)	\$288		
Minors (under 16 years of age)	\$167		

Embassy promises to process all renewals within four weeks. Based on our vast experience, it will take anywhere between 2 to 4 weeks. Processing may take longer if you apply for first time application, replacement for a lost passport, or renewing an old style blue passport or red passport that has expired for more than 10 years.

**FOR OLD BNO
PASSPORT HOLDERS
ONLY:**

If your BNO has expired more than TEN (10) years ago or you wish to renew an old style blue BNO passport, you must submit your ORIGINAL birth certificate, a photocopy of state issued ID and a letter from the counter signatory on business letterhead to prove your identity.

SPECIAL OFFER FOR OTHER SOUTH and NORTH AMERICAN and CARRIBEAN RESIDENTS:	Travel Visa Pro can also help you permanently reside in any of the countries listed below. British Embassy in Washington DC is the only office in South and North America that can issue full 10-year validity passports. For your convenience, Travel Visa Pro can process your British passport and mail your documents by International Fedex to your country of residence.
	<i>Canada, Bermuda, Bridgetown, Antigua, Dominica, St Kitts, St Vincent, Grenada, St Lucia, British Virgin Islands, Anguilla, Montserrat, Turks & Caicos, Cayman Islands, Trinidad & Tobago, Guyana, Dominican Republic, Haiti, Suriname, Jamaica, Bahamas, Colombia, Brazil, Bolivia, French Guiana, Guadeloupe, Martinique, St Barthelemy, St Marten, St Pierre & Miquelon, Saint Pierre, Argentina, Chile, Uruguay, Paraguay, Peru, Ecuador, Belize, Costa, Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Venezuela, Dutch Antilles, Bonaire, Curacao</i>



DEMYSTIFYING THE TRAVEL VISA & PASSPORT

✓

BRITISH NATIONAL OVERSEAS (BNO)
PASSPORT RENEWAL CHECKLIST
for Age 16 & Over

. Please make sure that the following documents are included:

1. **(BNO-A)** Application for British National Overseas Passport for **adults 16 and over:**
 - * Initial page 1 through page 3 of Form BNO-A
 - * Countersign and thoroughly complete Question #8 on page 3 for of form BNO-A.
 - * Must be completed in **black** ink
2. Your actual British National Overseas Passport:
 - * Photocopy is not acceptable
3. Your actual Hong Kong Identity Card (PIC):
 - * Photocopy is not acceptable
 - * If your IC is lost/stolen, please complete Personal Information Sheet on **Page #10**
4. **TWO (2) Recent Passport Photos:**
 - * In color, front view, teeth cannot be shown in photographs, no smiling.
 - * **Note:** One photo must be countersigned by the person who countersigned the application. A notary public, your relative(s) are not acceptable as counter-signatory.
 - * **Your application will be rejected if photos are incorrect!**
5. Original **THREE (3)** Travel Visa Pro Authorization Letters (**blue** or **red** ink only).
6. Proof of legal status in the USA:
 - * Copy of U.S. Green Card (front and back) or valid U.S. Visa with I-94
 - * Copy of U.S. Passport for dual citizens
 - * You may be asked to send the original on rare occasions.
7. British Embassy Credit Card Authorization Form
8. Travel Visa Pro Order Form/ Fees
9. Original Marriage Certificate, Divorce Decree, or Court Order (if your name has changed)
10. Letter of Consent: Applicants aged between 16 and 18 must have written consent from each parent/guardian for the issue of a passport.

*For faster service and more dependable we recommend using **FedEx**. Please ship your paperwork to:*

Travel Visa Pro
Attn: British Passports
1802 Vernon Street NW
Washington, DC 20009
1-202-684-7150

Form
BNO-

A

Application for a British National (Overseas) Passport

Do not use this form if you are under 16 – use form BNO-B

Official use only

Passport Holder's Name (Please use ink and capital letters)

Initials Surname

**Read this section
before you fill in
the form**

The fee for a passport is payable in local currency at the time of application. Where the new passport is to be sent to you by post, please send the appropriate postal charges (including registered postal fee) with your remittance.

Dual nationality: if you possess the nationality or citizenship of another country you may lose this when you obtain a British passport. Please check with the authorities of the other country before making your application.

How long does it take to get a passport? Wherever possible, please submit the application, whether by post or in person, at least 4 weeks before you need the passport.

There is a separate sheet of Notes to help you complete the form. Please refer to the Notes whenever the form tells you to.

Information contained in this form, and on the passport record to which this application relates, may be passed to other government organisations and law enforcement agencies, for the purpose of checking your application and in the subsequent use of any passport issued as a result of this application.

Type of service required

- A** a replacement for a BN(O) passport that is lost or otherwise unavailable?..... ☐
- B** the renewal of your existing BN(O) passport? ☐
(you must enclose the expired passport with this application)
- C** changes to your current BN(O) passport? **New Name** ☐ **New Photo**..... ☐ **Change of Marital Status** ☐
- D** the extension of your current BN(O) passport to full validity? ☐
- Do you wish to pay for a 48 page passport? ☐

Please
initial here

Space below is for Official use only

S/A
CBF

Observations

1 In accordance with the United Kingdom Immigration Rules, the holder of this passport does not require an entry certificate to visit the United Kingdom.

2 The holder of this passport has Hong Kong permanent identity card no. which states that the holder has the right of abode in Hong Kong.

OB	SF
FEE/FW	

Next action

Documents produced

	OB	EX
LBC	<input type="checkbox"/>	<input type="checkbox"/>
SBC	<input type="checkbox"/>	<input type="checkbox"/>
PPT	<input type="checkbox"/>	<input type="checkbox"/>
MC	<input type="checkbox"/>	<input type="checkbox"/>
NAT CERT	<input type="checkbox"/>	<input type="checkbox"/>
PHOTOS	<input type="checkbox"/>	<input type="checkbox"/>
RP	<input type="checkbox"/>	<input type="checkbox"/>
FEE	£	<input type="checkbox"/>
OTHER DOCS specify		
HONG KONG PERMANENT IDENTITY CARD	<input type="checkbox"/>	<input type="checkbox"/>
COLLECT		

Issue
(Status)

Include

Immigration status

Please write in capitals and in ink.
Refer to separate Notes as directed ★

1

Enter date of travel
★ Read Note 1

Go to section 2

2

Details of applicant
★ Read Note 2 and complete details below

State MR, MRS
MISS, MS or Title etc.

Surname

Christian names
or forenames

Maiden
Surname

Full name in
Chinese characters

Hong Kong permanent
identity card no.

If name has been changed other than by adoption,
give previous name

Chinese
characters

Date of birth

DAY

MONTH

YEAR

Age last birthday

Town and country
of birth

Present address

County

Postcode

Daytime telephone number
(we may need to contact you urgently)

Tick correct box
married ☐ single ☐ widowed ☐ divorced ☐ separated ☐

Go to section 3

3

To be filled in by all applicants

Previous BN(O) passport number

Place of issue

Date of issue

Go to section 4 (if applicable)

4

Details of previous passport which has been lost or is not available
★ Read Note 3

Number

Issued at

in year

Your name at the
time of issue

Chinese
characters

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

Date and
place of loss

If loss was reported to the police, say where and when

Go to section 5

Have you lost a British passport before? (If yes, please give details)

5

Other Information
(See Note 7)

Please
initial here

6

Declaration

of parent or legal guardian if applicant is under 18
★ Read Note 4

Full name of parent
or legal guardian

Chinese
characters

Address

Daytime
Telephone no

Relationship to
child

I declare that my rights in respect of the child have not been limited
in any way by the order of any court having jurisdiction over him/her.

Sign _____ **Date** _____

Read CAUTION and go to section 7

CAUTION

You are warned that the making of an untrue statement for the
purpose of obtaining a passport is a criminal offence. Official
procedures include a check to confirm that the countersignature is
genuine. The application should not be countersigned until the form
has been completed, signed and dated by the applicant.

7

Declaration

★ Read Note 5
To be signed by all applicants

I the undersigned, declare that:

- 1 I will return the passport(s) declared lost, at section 4, to a British
Passport Issuing Office if it/they come into my possession.
- 2 I do not owe money to Her Majesty's Government for repatriation
or similar relief.
- 3 I am a British National and have not lost, renounced or been
deprived of the status of British National (Overseas).
- 4 All information given in this application is correct to the best of my
knowledge and belief.

Sign

Date

(Signature of applicant)

IMPORTANT - KEEP WITHIN BORDER.

Failure to comply with this instruction will
invalidate the application.

Go to section 8

8

Countersignature

This section must be completed by the person
required to confirm your identity. ★ Read Note 6

- 1 Read the CAUTION.
- 2 Endorse the back of the photograph by writing 'I certify that this is a true
likeness of (insert name of applicant) and add your signature, and the
date the likeness was compared.
Read what the applicant has put on this form, and
- 3 Fill in the following in CAPITAL LETTERS and in ink.

I (insert
your name)

certify that the applicant
(insert name)

has been known personally to me as (insert in what capacity
eg employee, client, patient, friend etc.) for years

and to the best of my knowledge and belief the facts stated on this
form are correct. I am a Commonwealth citizen. I have read the
caution and I understand it.

Sign _____ **Date** _____

Profession and professional qualifications

Business address or if not applicable, private address

Daytime
Telephone No.

FOR OFFICIAL USE ONLY**Check List**

**When you have filled in the form,
tick boxes to show that you have:**

- enclosed the necessary documents (**not photocopies**)
see Note 9 ☐
- enclosed the necessary fee ... see Note 10 ☐
- enclosed photographs (one certified on the back) ... see Note 8 ☐
- signed the **Declaration at section 7** ☐
- if appropriate, had the application signed at **section 6** ☐
- had the application countersigned at **section 8** ☐
- completed the index card and labels ☐
- applied for a Hong Kong permanent identity card or attached it...
see Note 14 ☐

**It is important that all applicants
now read Notes 6 to 14**

Form BNO-A Notes

British National (Overseas) Passport

**Application for a British National
(Overseas) Passport**
**Please keep these Notes until you
receive the passport**

Note 1

To help you complete Section 1

Fill in your travel date at Section 1. Remember that the Passport Issuing Office needs *at least 4 weeks* to deal with your application (see Notes 11 and 12).

Note 2

To help you complete Section 2

This section must be filled in by all applicants.

For the recording of professional or other titles, see Note 13.

If you are getting married and want to travel abroad in your new married name immediately after your wedding you should get leaflet PD1 and Form PD2 for the issue of a post-dated passport in your future married name.

Note 3

To help you complete Section 4

You should fill in details of the previous passport which has been lost or is not available. Please give as much information as you can (if your passport has been stolen a police report must be obtained). A replacement passport can be issued only after full enquiries.

Note 4

To help you complete Section 6

A parent should complete this section consenting to the issue of a passport if the child is under 18 years of age, except where the applicant is married (in which case the marriage certificate should be produced) or is enlisted in HM Forces.

Note 5

To help you complete Section 7

Section 7 must be filled in and signed by all applicants.

If you are unable to write you should use your left thumb print instead of a signature. The thumb print should be witnessed by the person who completes Section 8 of the form. If you are unable to write because of a physical or mental disability a declaration by the person responsible for your welfare (e.g. parent or doctor) may be accepted. In these circumstances the signatory should explain in Section 5 that the applicant is disabled and that he/she as parent, doctor, etc has signed on the applicant's behalf.

Note 6

CONFIRMATION OF IDENTITY

After you have completed the form up to Section 7, Section 8 should be completed and signed by a Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (for example, Doctor, Engineer, Lawyer, Teacher), Bank Officer, Established Civil Servant, Police Officer or a person of similar standing who has known you personally for at least two years and who is a Commonwealth citizen (i.e. British citizen, British Dependent Territories citizen, British National (Overseas), British Overseas citizen, British Subject or citizen of a Commonwealth country). If you do not know a British citizen or other Commonwealth citizen locally with these qualifications Section 8 may be completed and signed by a citizen of the country in which you are residing, provided he/she has a similar standing in that country and the Consul considers his/her signature to be acceptable. A relative should not countersign. See also Note 8.

Official procedures include a check to confirm that the countersignature is genuine. In certain cases you may be asked to produce further documentary evidence of identity.

Note 7

To help you complete Section 5

If you wish to give the Passport Office any extra information this can be given at Section 5 or on a separate sheet of paper.

Note 8

PHOTOGRAPHS

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

The photographs should be taken in colour, full face without a hat, and with a white background. The size should be 45mm by 35mm (1.77 inches by 1.38 inches). They should be printed on normal thin photographic paper and be unmounted.

The person who countersigns your application (see Note 6) should also write on the back of ONE photograph the words "I certify that this is a true likeness of Mr, Mrs, Miss, Ms or title", giving your full name and adding his/her signature and the date the likeness was compared.

Note 9

DOCUMENTS TO BE PRODUCED

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

Documents are not normally needed if you are applying to renew a standard British Passport and all the details are the same. However, if details have changed i.e. change of name by deed poll, on marriage or a divorced woman wishing to revert to her maiden name the original marriage certificate, deed poll or divorce document must be produced.

Note 10

FEES

All fees are payable in local currency and at the time of the application.

Note 11

Information about how to send your application

It will take about four weeks to process an application for a BN(O) passport if you do not already have a Hong Kong permanent identity card (see Note 14). If you already have a Hong Kong permanent identity card it should take significantly less time.

When posting the application enclose your passport and any necessary documents. Write your name and address on the back of the envelope, and keep a note of the *exact* date of posting.

Taking your application to a Passport Issuing Office may mean queuing and does not guarantee priority treatment.

If you need to travel urgently in cases of grave emergency (eg death or serious illness) contact the office to which the application was sent for advice.

Note 12

Information on making enquiries about your passport application

If possible, you should send your application *at least 4 weeks* before the passport is needed. Please do not make enquiries if you do not receive it within this period. However, if an emergency arises, you should get in touch with the Office to which the application was sent and give the following information.

your full name;

your place and date of birth;

how the application was lodged, for example by post stating the *exact* date of posting; OR personally at the Office, stating the date of your receipt and its reference number in full.

Note 13

Please enter in Section 5 any professional or other title by which you wish to be described in your passport.

Note 14

Hong Kong Permanent Identity Card.

All British National (Overseas) Passport holders should have a Hong Kong 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."

Hong Kong permanent identity cards are issued in Hong Kong. Application for a Hong Kong permanent identity card should be made on form ROP93A (for persons aged 18 or over) or on form ROP94A (for persons under 18), which are obtainable from all passport issuing offices. These applications should be returned to the passport issuing office together with your application for a BN(O) passport.



To Embassy of United Kingdom in Washington, DC:

(Complete in **blue** or **red** ink only)

I _____ authorize any representative of **Travel Visa Pro** to submit the application for my passport on my behalf and to retrieve the passport and to discuss all matters pertaining to the issuance of my passport including any problems with my application with the representatives of British Embassy in Washington, DC.

(Required fields in **bold**)

Applicant's Signature _____
Signature of Parent/Guardian if applicant is under age 16

Applicant's Date of Birth ____/____/____
Month Day Year

Date of Departure from the USA is ____/____/____
Month Day Year

(Complete if applicable)

I am requesting to expedite my passport application, as I need to apply for visa(s) for the following country(-ies): _____

In San Francisco:
2021 Fillmore Street
San Francisco, CA 94115
(415) 229-3210

In Los Angeles:
373 S Doheny Drive, Ste B
Beverly Hills, CA 90211
(310)-878-2590

In Houston:
3401 Louisiana St, Ste 130
Houston, TX 77002
(713)-936-0773

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
(202) 684 7150

Credit Card Form

Payable only to the British Embassy Government Account.

Please charge the following account for the applicable passport/consular fees:

Mastercard Visa

Card Number: _____

Expiry Date: _____

Cardholder's Name: _____

Cardholder's Address: **PLEASE ONLY COMPLETE IF THIS IS DIFFERENT TO THE ADDRESS YOU HAVE LISTED ON YOUR PASSPORT APPLICATION FORM**

Street _____

City: _____

State: _____

Zip: _____

Area Code: Tel (wk): _____ Tel (hm): _____

Email address: _____

Signature: _____

If you require additional insurance please tick the appropriate box below

INSURANCE VALUE	COST	TICK HERE
\$300	\$1.80	
\$400	\$2.40	
\$500	\$3.00	
\$600	\$3.60	
\$700	\$4.20	
\$800	\$4.80	
\$900	\$5.40	
\$1000	\$6.00	

The actual passport fees at the time of issuance may fluctuate from the published fee. Your signature on this form authorises us to charge your account for the actual fee, provided that it is not more than \$30 above the currently published fee.

You will receive a receipt showing the actual fee.

In the event that your passport application is rejected due to insufficient supporting evidence, your documentation will be returned via UPS/DHL and the additional postage will be charged once your application is returned and processed.



Call us for assistance – **Toll-free: (866) 378-1722**

Local: ((202) 684 7150 Fax: (866) 511-7599

1802 Vernon Street NW, Washington, DC 20009

Email: dc@travelvisapro.com

TRAVELER(S) INFORMATION:

REFERRED BY: _____.

Date of your international trip: ____ / ____ / ____
mm dd yyyy

Traveler # 1 Name: _____
First Last

Traveler # 3 Name: _____
First Last

Traveler # 2 Name: _____
First Last

Traveler # 4 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____
NO P.O. BOXES

E-mail: _____ Signature Required for Delivery? ☐ YES ☐ NO

Phone: _ (____) _____ Cell: _ (____) _____ Fax: _ (____) _____

Shipping Method :	<input type="checkbox"/> + \$0 (will include my own postage)	<input type="checkbox"/> + \$39 FedEx Standard Overnight
	<input type="checkbox"/> + \$15 FedEx Express Saver	to states of HI, AK, or PR
	<input type="checkbox"/> + \$20 FedEx Standard Overnight	<input type="checkbox"/> + \$39 SATURDAY FedEx Overnight
	<input type="checkbox"/> + \$25 FedEx Priority Overnight	<input type="checkbox"/> + from \$39 for International FedEx

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

☐ + \$99 for 2-4 Weeks processing

☐ + PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99. By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at <http://www.travelvisapro.com/index.php?travel.do.index>.

PAYMENT METHOD FOR APPLICABLE FEES: please add all fees and enter total HERE: \$ _____

PAID BY ☐ Credit Card ☐ Money Order ☐ PayPal ☐ Check #: _____

I hereby authorize Travel Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to canceled orders.

Name on Card: _____ Signature: _____

Credit Card #: _____ Expiration Date: ____ / ____ Security Code: ____
mm yyyy

Billing Address: ☐ Same as Shipping ☐ Other: _____

In San Francisco:
2021 Fillmore Street
San Francisco, CA 94115
(415) 229-3210

In Los Angeles:
373 S Doheny Drive, Ste B
Beverly Hills, CA 90211
(310)-878-2590

In Houston:
3401 Louisiana St, Ste 130
Houston, TX 77002
(713)-936-0773

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
(202) 684 7150

**Application for BN(O) passport -
Personal Information sheet for the purpose of assessing
if the applicant still has the right of abode in Hong Kong**

(This form is to be completed by the person who applies for the BN(O) passport. For children aged under 18, the parent or legal guardian of the child will complete this form.)

Personal particulars of the applicant

Name : _____ (in English) _____ (in Chinese, if any)
Chinese Commercial Code (if any) : _____
Date of birth : _____ Place of birth : _____ Sex _____
BN(O) passport no. : _____ Date and Place of issue : _____
Hong Kong permanent identity card no. : _____ issued on _____
was lost on _____ in _____
Name, address and telephone no. of contact person in Hong Kong : _____

Declaration

I, the undersigned, declare that :-

1. * I / My child named above ☐ * am / is / ☐ * am not / is not a Chinese national.
2. * I / My child named above ☐ * have / has / ☐ * do not / does not have a foreign passport (i.e. any passport other than a Hong Kong Special Administrative passport, a British National (Overseas) passport or a People's Republic of China passport). * If I do have a foreign passport, the first one was issued on _____ in _____.
3. * I / My child named above ☐ * have / has / ☐ * have not / has not declared a change of nationality (from "Chinese" to another foreign nationality) with the Hong Kong Immigration Department.
4. * I / My child named above ☐ * have / has / ☐ * have not / has not been absent from Hong Kong for a continuous period of 36 months or more since 1 January 1996 and * I / my child last departed Hong Kong on _____.
5. * I / My child named above ☐ * have / has / * do not / does not have any family member ordinarily resident in Hong Kong:

Name	Relationship	Address in Hong Kong

Authorisation

I authorise all government departments or authorities and other quasi-government organisations to release any record or information which the Immigration Department of the Hong Kong Special Administrative Region may require for the verification of * my / my child's _____ right of abode status in connection with * my / my
(name of child)
child's application for renewal of British National (Overseas) passport submitted at _____. I
(place)
also consent to the making of any enquiries necessary for the verification process.

Name and Signature

Date

- * Delete where inappropriate
☐ Tick as appropriate

The Foreign and Commonwealth Office holds data for purposes notified to the Information Commissioner under the Data Protection Act 1998 (which may be consulted at www.informationcommissioner.gov.uk). Such personal data may be disclosed to other UK Government Departments and public authorities.

Lost or Stolen Passport Notification

Use this form to report the loss or theft of a passport. Please write only within the white boxes.
IMPORTANT: Completing this form will not provide you with a replacement passport. To replace your passport you will need to submit this form, a passport application form, supporting documents and fee.

A replacement passport will not be issued if this form has not been completed correctly. As applications to replace lost or stolen passports require additional checks please note **you cannot replace a lost or stolen passport using the Premium service.** Please call our Passport Adviceline on **0870 521 0410** or visit our website at **www.ips.gov.uk** for further information.
Help safeguard your identity by returning this form without delay.

Please fill in all sections that apply to you
Please complete in CAPITAL LETTERS and BLACK INK only.

01

Details of the
lost/stolen
passport

Title

Surname on passport

Forename(s) on passport

Date of birth

Town of birth

Country of birth

Passport number

Was the passport issued in the UK?

Yes ☒ No ☒

Date of issue

Lost ☒ Stolen ☒ Other ☒

If Other please supply details

Indicate by crossing
either the Lost,
Stolen or Other box.

02

Current details -
only fill in if different
to Section 01

Current title

Current surname

Current forename(s)

03

Details of
where and when
lost/stolen
passport last seen

Date of loss/theft

Place of loss/theft (e.g. name of airport or name and town of hotel)

Country of loss/theft

Postcode of loss/theft

Circumstances of loss/theft

04

Police Report

The police must be notified of passport theft in the UK. Passports stolen abroad must be reported to local police of that country.

Has the theft been reported to the police? Yes ☒ No ☒

Date reported to police
D D M M Y Y Y Y

If it has been reported to the police then fill in the details below

Police station

Police report number

05

Name of person reporting the loss/theft.

Complete this section only if you are **not** the passport holder.

A person with parental responsibility must complete Section 05 if the passport holder is aged under 16 (this form should not be used where there is a parental dispute over the possession of a child's passport). If you are completing this form on behalf of an adult passport holder please enclose a covering letter explaining clearly why the passport holder cannot complete this form him/herself.

Title

Surname

Forename(s)

Relationship to passport holder

Present address (house number, street name, town)

06

Contact details of person reporting the loss/theft.

Complete this section only if this form is **not** accompanying an application for a replacement passport.

Country

Postcode

Daytime telephone number

Evening telephone number

Mobile telephone number

E-mail address

07

Declaration

Note all unsigned forms will be returned

Failure to keep your signature within the border will invalidate the form.

Remember to enter the date of signing in the box provided

I understand that completing and returning this form will result in the related passport being cancelled, that it may never be used again and, if subsequently found, it should be returned to the Identity and Passport Service (IPS) immediately. I also understand that I will need to make a separate application on a passport application form if I wish to replace the passport declared lost or stolen.

The information on this form is true to the best of my knowledge and belief and I understand that I shall be liable to prosecution and could face a prison sentence if I include anything that I know to be false or do not believe to be true.

I also understand that the IPS holds and uses data for purposes notified to the Information Commissioner under the Data Protection Act 1998 (which may be consulted at www.informationcommissioner.gov.uk). Information about the lost or stolen passport may be shared with appropriate public and private sector authorities who can assist in locating and recovering the missing passport.

Print name here

Signature (sign within box)

Date
D D M M Y Y Y Y

Enclose this form with your passport application form. If this form is not accompanying an application form for a replacement passport please send to: PO Box 654, Peterborough PE1 1WP. If outside the mainland UK this form should be sent to the nearest British Embassy or High Commission Consular Section, British Consulate or Passport Issuing Office.

Office Use Only

This section should be completed by the submitting authority.

DATE STAMP

Source Authority (This is the unique code that represents the authority and how they report, e.g. 'FCOC' for FCO Compass).

LSR Submission Post (The specific post or office within the submitting organisation making the report).

Source Authority Source System Reference (The unique system reference ID for the LS report).

Source Contact Details (The Contact name or telephone number where report is made).