

SECTION 9

HELP NOTE

If a parent or guardian is signing section 9, they must have parental responsibility and should give their relationship to the child. If the parents are not married, the father will not normally have parental responsibility. Please see the guidance notes for more details.

DECLARATION This must be completed by the person named in section 2. If under 16, their parent or guardian must complete this instead. You understand that to proceed with our service you will also need to sign the Passport Offices' 04 application form. The details the form requires will be carried over from the information here so the countersignatory & yourself simply need to sign the 04 form to complete the process.

You declare that you are 16 years over (or will be within two weeks) and understand that :

- All information provided on this form and at all times will be truthful.
- There is no guaranteed time scale for when an application will be lodged with the Passport Office or when the passport will be ready using our Standard Service. It will vary based on the size of the queue. Depending on the service you use a new passport application form may need to be completed & signed.
- Any passport application we lodge on behalf of the applicant is subject to the usual terms and conditions of the Passport Office who has the final decision with any application/renewal/replacement.
- British Passport Services is independent to and not affiliated with Her Majesty's Passport Office.
- Should you choose to cancel the passport service with us at any point you understand it may take up to 3 weeks to have the documents returned via the post and a postage and packaging fee will be required to return them via secure delivery.
- All charges incurred are non-refundable.
- That British Passport Services is not responsible for any losses, errors or damage incurred whilst using this service and that this service is used at your own risk.
- You have read and agree to the Terms of Service found at <http://www.PassportTerms.co.uk>

Before signing, please read the guidance booklet
Applications are only valid if you:
-Sign within the box
-Ensure signature matches your usual one
-Put date in box below



Name, if signing on behalf of a child (title, first name and surname)

Relationship to child

Date

SECTION 10

HELP NOTE

ONLY the person acting as the countersignatory can complete & sign section 10.

Countersignature section is required for all applications.

CAUTION It is a crime in Britain to help someone secure a passport under false pretences. If you as the counter signatory have made any false statements on this form, or if you know that the person applying has lied on this application form at any section then, you could be prosecuted under English Law and face prison.

IMPORTANT

Her Majesty's Passport Office background checks includes checking that all details are genuine. As a result, the Passport Office may call the counter signatory. You must not sign if you are related by blood or marriage to the applicant, if you are their doctor or solicitor or if you have not known the applicant for at least 2yrs. If the applicant is a child, you are confirming the identity of the adult signing in section 9. You must also be able to clearly identify the photo as an accurate up to date photo of him/her in order to certify their identity.

Cross (x) box Mr, Mrs, Miss, Ms, or write your title.

Mr Mrs Miss Ms or title

Surname

First and middle names

I confirm that I have known the person named in section 2, or if a child, the adult completing section 9

(insert years) as (please say how you know the applicant- for example, employer, colleague, friend and so on).

 yrs

I have read the caution and understand it, I consider this information to be accurate and I hold a full current UK or Irish passport.

Profession, professional qualifications or position in the community

Your employer's name and the address you work at (or your private address if this does and apply)

Postcode

Phone number

Current British or Irish passport number

Mobile number

Date

HELP NOTE

Doctors & solicitors can no longer counter-sign on behalf of applicants.

Counter signatures will only be valid if you:

- Are permitted to sign
- Keep within the border
- Put date in box above

The signature on your own passport may be checked against the one you provide here as the counter signatory.

