

Type of Passport are you applying for...

Changes to your existing passport (the renewal fee applies)

**British Passport Services'** 

# Inited Kingdom passport application

Put a cross (X) in the relevant hox

Child

New

(under 16)

Change British

national status

Please complete this form in CAPITAL LETTERS, writing clearly within the white boxes. Your application may be delayed if any required areas are left blank, if you do not enclose the necessary supporting documents or if you send photographs that do not meet Her Majesty's Passport Office rules. Section 7 provides details on what other documents you need to send us.

This is a British Passport Services passport application form that can be used by British and non British Citizens within the United Kingdom or overseas. The purpose of this form is so once received an independent British Passport Services advisor can review your application and call you to outline what the most suitable passport service is based on your circumstances.

This passport application form nor British Passport Services (aka Passport Services Worldwide Ltd) should be confused with Her Majesty's Passport Office or its application form as we are an independent organisation not affiliated with HMPO or the government. By submitting this form to us you are agreeing to our Terms of Service found at: www.PassportTerms.co.uk

## **SECTION**

### **HELP NOTE**

This form can be used by British & non British Citizens in the UK or abroad & can be returned by email, fax or post to our London address. If sending the BPS1 form from overseas please send it via Airmail of a recognised courier.

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Renewal of your British passport	Adult	Child (under 16)
Your first British Passport	Adult	Child (under 16)
Replacement for a passport that is lost, damaged or stolen	Adult 🔲	Child (under 16)

Adult

New

photo name If you want us to return your supporting documents by Secure Delivery, put a cross (X) in this box. The documents will then be returned using a recognised courier for a fee of £9.25 + VAT.

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

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

## **SECTION**

#### **HELP NOTE**

Full address, postcode and contact phone & email required.

**Extension** of a passport to full validity

Who is the British Passport for?
Cross(x) box Mr,Mrs,Miss,Ms, or write your title.
Mr Mrs Miss Ms or title
Surname
First and middle names
Maiden or all previous names (surname first)
Current UK address (house number, street name, village)
(town)
(country) Postcode
Date of birth DDDMMMYYYYY Gender [Cross (X) the relevant box] Male Female
Town of birth
Country of birth (including UK)
Phone number Mobile number
E-mail address

## SECTION 3

### **HELP NOTE**

If the passport has been lost or stolen you must complete section 3 and an LS01 form to report the loss or theft. The Passport Office will not issue a new passport unless they have the applicants old passport or the LS01 form.

SECTION 4

**HELP NOTE** • This section is only required if it is the applicant's (1) First time passport, (2) is a replacement of a lost or stolen passport or one that has been damaged, (3) the applicant is under 16yrs old (4) or it's an extension to a current passport.

## Has the applicant been included on any passport before?

(Section must be completed)

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Has the applicant been granted a certificate of registration or naturalisation	?
Cross(X) the box.	

No Yes	Give the date of issue here and details below.	Date  D D M M Y Y Y Y
Certificate number	Place of issue	

## SECTION 6

### **HELP NOTE**

Only applicable for child applications and if the child is between 12-15yrs of age. Otherwise please move onto Section 7.

## Children aged 12-15

If the applicant is between 12 to 15, they must sign and date this section.



Child's signature.

Applications will only be valid if you:

- Sign in the box below
- Keep within the border
- Put date in box below (to the left)



## $\mathbf{7}$

#### **HELP NOTE**

Different services are avaliable depending on when the passport is needed by so complete this section if travelling soon.

### **Travel Plans**

Country You Are Travelling To:

This section is required if the applicant plans to travel in the near future so t when they will need the new passport by. If no travel is planned select "No"	
Date You Leave the Country	No Travel Planned* (move to 8)

Have You Secured Travel Insurance?	Yes	No 📗	Not Yet	
Detailed below are ontional services that w	e can apply for on the	he annlicants hehal	f Simply Cross (X) the product	tc th

Detailed below are optional services that we can apply for on the applicants behalf. Simply Cross (X) the products that are required. A fee of £19.50 + VAT will be added for each product selected. Cross (X) "No" if you do not wish to take advantage of the below products (not recommended).

Apply for European Health Card	Yes	No _		
If yes, add applicants National Insurance N	Number:			
This will provide the applicant with NUC cou	or in any F	 والمتعام والمتعادية	النالمة بالمالية المال	

This will provide the applicant with NHS cover in any European country should they fall ill overseas and require hospital facilities. The EHIC card will be sent in the post to the address completed in Section 2.

Apply for International Driving License	Yes 📗	No 📗	
This ungrades the applicant's current UK Drivi	ng License to o	ne that is recognised a	and valid worldwide. It is stro

This upgrades the applicant's current UK Driving License to one that is recognised and valid worldwide. It is strongl recommended that the applicant secures an International Driving License if they expect to drive when overseas.



### Checklist

Please ensure that you include ALL the following when returning this form to British Passport Services. Failure to include the below will delay our ability to assist you to secure a new passport. Missing any documents? Call: 0871 918 2242 (10p/min)

Complete all relevant sections of this passport application form. The counter signatory (see Section 10) must be a working professional who has known the applicant for at least 2yrs, but not related by blood or marriage and be the same person who counter signs one of the two photographs.

Include 2 passport photographs obtained from any standard photo booth ensuring that they are compliant with Her Majesty's Passport Office guidelines. The counter signatory needs to add "I certify that this represents the true likeness of applicants full name" and sign & date the photograph. Their signature must match that of their signature on Section 10.

Include the Payment Form completed with your credit or debit cards details. If you do not have this form then you can print if off from the following web address: http://forms.britishpassportservices.co.uk no www. required.

Include the applicant's current or expired passport when posting these documents to our office address (unless this is the applicants first passport). If the passport has been lost or stolen then the LSO1 form is also required. This can also be obtained from http://forms.britishpassportservices.co.uk

Include the applicant's National Insurance card or the long version of the Birth Certificate. All documents must be orginals, no copies are accepted.

(If applicable)

If the applicant is making any changes to their passport i.e. a name change due to marriage then the original marriage certificate is required. If a name change was by Deed Poll then we require the original certificate confirming this. If the applicant was not British from birth but is now, then the original Naturalisation certificate or other official documentation confirming the applicant is now a British Citizen needs to be sent to us. All documents will be returned via secure delivery once the new passport has been issued.

Post form & checklist items to...

British Passport Services Applications & Renewals Zeal House 8 Deer Park Road Wimbledon SW19 3UU

Tel: 0871 918 2242

Last page

## 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

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

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



SECTION 10

### **HELP NOTE**

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

## **HELP NOTE**

The countersignatory must write "I certify that this is a true likeness of..." giving the full, legal name and title of the applicant & dating the photograph. Only 1 photo may be signed, the other must be left blank. The counter signatory cannot be someone related by blood or marriage.

### **HELP NOTE**

**Doctors &** solicitors can no longer countersign on behalf of applicants.

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-Put date in box above

counter signatory.