

Please complete **Child's name** (and use black ink and capital letters, if handwriting)

SURNAME: \_\_\_\_\_

FORENAMES: \_\_\_\_\_



# Application for United Kingdom Passport for applicants under 16 (FORM C2)

**Do NOT use this application form if:**

- The child is 16 (or will be within the next two weeks) or over – use Form C1;
- The child is a British National (Overseas) through having a connection with Hong Kong–use Form BNO-B.
- You intend to make the application in the UK use IPS forms SE04.

## COMPLETION OF THIS APPLICATION FORM

Use this application form if you are applying for a United Kingdom passport abroad and the child is a British Citizen, British Overseas Territories Citizen, British Overseas Citizen, British subject or British protected person. Passport application forms and further details concerning passport applications to be made abroad can be obtained from [www.fco.gov.uk](http://www.fco.gov.uk), a British Embassy, or other British consular section.

**A non-refundable fee is payable at the time of applying. Where the new passport is to be sent to you by post, or courier please send the appropriate postal charges (including registered post fee) with remittance.**

Dual nationality: if the child possesses the nationality or citizenship of another country, he/she may lose this when he/she acquires a British passport. Please check with the authorities of the other country before making this application.

Wherever possible, please submit this application at least 4 weeks before you need the passport, and at least 6 weeks if you have not previously held a British passport. Do not make arrangements for travel before you have your new passport. If your passport is due to expire, we strongly advise that you apply for a replacement passport. You can apply for a replacement passport any time before your existing passport expires and we can add up to 9 months validity from your current passport to your new one.

We will check the details you provide using information held by public and private sector organisations in order to determine whether to issue a passport. Those details may be used by the Identity and Passport Service to test our systems and to ensure the effective operation of passport services. We may also contact you to ask if you are satisfied with such services. We may pass information held on your passport and on related passport records to public and private sector organisations in the UK and abroad when you use your passport, obtain a service or when it is in the public interest to do so.

There is a separate sheet of Notes (Notes for Form C2) to help you complete this application form. Please refer to these whenever this application form tells you to, and follow symbols, e.g. # to **INTERPRETATION for definitions**.

Your application may be delayed if you do not enclose the necessary documents or fee, do not complete all of the sections as indicated or if you send photographs that do not meet our requirements.

### Type of service required

If he/she has one you should submit the child's previous British passport with this application.

Please tick the following box(es) as appropriate. This is:

- A the child's first standard UK passport or a replacement for a standard UK passport that is lost or otherwise unavailable  
..... **First Passport**...  **Lost/Unavailable** .....
- B the renewal of the child's existing standard UK passport.....
- C change of name.....

### Next action

### THE SPACE BELOW IS FOR OFFICIAL USE ONLY



Please use black ink and capital letters, if handwriting.  
Write all dates using the format dd/mm/yyyy

## 1a APPLICANT

### Child's details

Surname

Forenames

Age last birthday

Sex: Male  Female

Delivery address (see note 11 - if residential address is different, please enter in section 6)

Street name/number:

Town/City:

State/Province:

Post code/ZIP code:

Country:

Daytime telephone no. (mobile no. if possible)

+

Email address

Town of birth

Country of birth

Date of birth

D D M M Y Y Y Y

Has the child's name been changed other than by adoption?

Yes  No

Give the previous name

Was the child born in a foreign country and the birth registered at a British Consulate?

Yes  No

Name of British Consulate

Date of registration

D D M M Y Y Y Y

**1b** Was the child registered as a British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person?

Yes  No

See Note 1 and then complete details of citizenship documents

Certificate number:

Place and date of issue:

D D M M Y Y Y Y

Reference number:

Section:

Go to Section 2

## 2 PARENTS-To be completed by all applicants See Note 2

### Father's# details

His full name, family name first

His town and country of birth

His date of birth

D D M M Y Y Y Y

His citizenship **at the time of the child's birth**, and if he was not a British citizen, his immigration status in the United Kingdom\*

If he has a British passport give:

Number of passport

Place and date of issue

D D M M Y Y Y Y

If he became a citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen by naturalisation or registration give:

Number of his citizenship document

Place and date of issue

D D M M Y Y Y Y

### Mother's^ details

Her full name, family name first

Her town and country of birth

Her date of birth

D D M M Y Y Y Y

Her citizenship **at the time of the child's birth**, and if she was not a British citizen, her immigration status in the United Kingdom\*

If she has a British passport give:

Number of passport

Place and date of issue

D D M M Y Y Y Y

If she became a citizen of the United Kingdom and colonies, British citizen or British Dependent/Overseas Territories citizen by naturalisation or registration give:

Number of her citizenship document

Place and date of issue

D D M M Y Y Y Y

Parents' marriage (if applicable)

Place and date of marriage

D D M M Y Y Y Y

If parents are NOT married to each other (**for mother^ only**) please list details of any previous marriage and in the case of divorce, dates of dissolution.

Place and date of marriage:

D D M M Y Y Y Y

Date of dissolution:

D D M M Y Y Y Y

Go to Section 3

### 3

#### Previous Passport See Note 3

Has the child had any sort of passport or travel document before or been included in one? Yes  No

Is this passport submitted for renewal or travel document attached? Yes  No

Previous passport number/s

Issued by:  
(please enter further details in section 6)

### 4

#### Give details of previous passport which has been lost or is not available. You may also need to complete an LSO1 form. See Note 4

Passport number:

Issued by/year:

Child's name at the time of issue

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

Date and place of loss/theft

When the loss was reported to the police, and where

**Go to Section 5**

### 5

#### To be completed by all applicants

Please give the names of the child's next-of-kin or two relatives or friends who can be contacted if the child meets with an accident. This information will only be used in an emergency.

Name

Address

Tel. number

Relationship (if any)

Name

Address

Tel. number

Relationship (if any)

**Go to section 7**

### 6

#### Other information – please continue on the last page of this form

# 7

## Undertakings

To be signed by all applicants  
See Note 5

I, the undersigned applicant for the issue of a passport to  
.....(insert name of child),  
declare that:

- 1 My rights in respect of the above named child have not been limited in any way by the order of any court having jurisdiction over him/her. No other application for a passport for the child has been made.
- 2 The child does not also hold a valid Certificate of Entitlement to the Right of Abode.
- 3 (delete if not appropriate) If the passport mentioned in **Section 4** comes again into my possession, I will return it immediately to a British passport issuing authority.
- 4 No one included in this application owes money to Her Majesty's Government for repatriation or similar relief.
- 5 No one included in this application has been adopted outside the United Kingdom\* or a qualifying territory<sup>II</sup>, except as mentioned in **Section 6**.
- 6 The child is a  
British citizen or  
British Overseas Territories citizen or  
British Overseas citizen or  
British subject or  
British protected person  
and has not lost or renounced this status.
- 7 All information given in this application is correct to the best of my knowledge and belief.
- 8 I have read both the Notes for this form and the caution below and fully understand the consequences of my actions in applying for a passport for the above named child.

N.B. When signing this application form I/the child are in  
.....(Country)

Sign in box (Parent/Guardian) Date 

D	D	M	M	Y	Y	Y	Y
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Relationship to child (e.g. Father#, Mother)

**IMPORTANT - KEEP WITHIN BORDER.**

Failure to comply with this instruction will invalidate the application.

Sign in box (Child if aged 12-15, otherwise leave blank) Date 

D	D	M	M	Y	Y	Y	Y
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**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 COUNTERSIGNATORY

See Note 6

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

I, (insert your full name)  
certify that the applicant (i.e. the parent/guardian whose signature appears in Section 7) has been known personally to me for  years, and that to the best of my knowledge and belief the facts stated on this form are correct. I am a British citizen/citizen of  (insert country)

<b>SIGN</b>
Profession (and professional qualifications)
Name of firm, business address or official stamp (if applicable)
Current British passport number (if applicable)
Daytime telephone number <span style="float: right;">Date</span>

### Checklist

#### When you have completed the form

Please check that you have enclosed all of the following:-

Photographs (one certified on back)–**See Note 7** .....

Fee–**See Note 8** .....

Documents–**See Note 9** .....

and remember to sign the form at **Section 7 'Declaration of parent (or guardian)'**

**It is IMPORTANT that all applicants read notes**

## FOR OFFICIAL USE ONLY

### CAUTION

**You are warned that the making of an untrue statement for the purposes of procuring a passport is a criminal offence. A check may be made on the authenticity of countersignatories. The application should not be countersigned until the form has been completed, signed and dated by the applicant.**

