U.K. PASSPORT RENEWAL - 16 Years of Age or Older IMMIgroup ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

- **1.** Please complete your U.K. passport application and this order form with your contact details and payment information.
- **2.** Fax/email us your U.K. passport application along with the documents from the checklist opposite to 416-640-2650 / info@immigroup.com
- **3.** We will call you to confirm the receipt of your fax/email and discuss your case
- **4.** We strongly advise you not to mail your application without an initial review to avoid having to resend additional documents at a later stage which can cause delays. If you still wish to mail it, this is our address:

P.O. Box 27060 Masonville PO London, ON N5X 3W0

REGULAR

48-page passport (extra \$16)

Cardholder Signature:

FEES AND PROCESSING TIMES - All Fees in US Dollars

,	review and further instructions):
	IMMIgroup ORDER FORM (this page)
	UK PASSPORT APPLICATION FORM (OS)
	2 U.K. PASSPORT PHOTOS
	a copy of ORIGINAL EXPIRED or EXPIRING PASSPORT - If you have lost your passport please complete the 'Lost or Stolen Passport Notification' form. If the last passport you held was issued before 1994, you must include the following:
	ORIGINAL LONG FORM BIRTH CERTIFICATE this means the certificate should include both parent's names
	Full color copy of any other uncancelled passports (i.e.

Canadian, US, etc.)

DOCUMENT CHECKLIST

\$515
\$225 service fees
\$290 passport fees (These include courier costs and may change without notice.)
\$589
\$199 service fees
\$290 passport fees (These include courier costs and may change without notice.)

The United Kingdom recognizes dual citizenship. This means that you are able to hold an American and U.K. passport at the same time.

LOST OR STOLEN

48-page passport (extra \$16)

Average processing time is 4-8 weeks, subject to change without notice.

CONTACT INFORMATION

Email Address: Phone Number: CREDIT CARD INFORMATION We accept Visa, Mastercard, American Express, bank drafts, and bank transfers Cardholder Name: Card Number: Expiry Date (mm/yyyy) CVV Code:

DISCLAIMER

Applicant must sign below

- * By signing below I assert that I have read and agreed to the terms and conditions as listed on http://www.immigroup.com/disclaimer.php and agree to the following conditions:
- * Immigroup Inc. is not responsible for documents or passports lost by courier companies or any government office.
- * If you require a phone consultation, you will be charged an additional \$75.
- * Immigroup Inc. is not responsible for applications that are rejected.
- * All fees are non-refundable once applications are submitted to the government.
- * I agree to being charged the total fees corresponding with my required service.
- * A minimum \$42.50 cancellation fee will apply to any service canceled after work has begun.

SIGN HERE:	

05

GET IT RIGHT

USE BLACK BIRO ONLY.

SECTION 1

GET IT RIGHT

This form is only for British applicants from certain countries applying from outside the UK. Check the gov.uk website for specific advice about how to renew or apply for your passport from the country you are in.

SECTION 2

GET IT RIGHT

Please include your full address, including state or province, and post code where applicable. You should include the international code in the phone number boxes.

If there are any details that you are not able to fit in the boxes in section 2, use the boxes in section 8 to provide the information in full. We will contact you on your daytime phone number if we have any queries about delivery.

United Kingdom Office Passport application

08/01/01

Please check the accompanying guidance to this form carefully.

Fill in this form in **CAPITAL LETTERS** and **black biro** only. Please write only within the white boxes. Your application may be delayed if you make a mistake, if you do not enclose the necessary documents or fee, or if you send photos that do not meet our guidance. We will electronically scan and store the information you provide. Your passport will have a digital image of your photo and signature. 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 Her Majesty's Passport Office 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.

Further information can be found on our privacy statement at www.gov.uk/government/organisations/hm-passport-office.

What type of	f passport are you applying for?	Put a cross (X) in the relevant box.

	Renewal of your passport (If you are an adult, see further information on section 1 of the guidance notes.)																												
- ·														Adult Child (under 16)															
Re	Replacement for a passport that is lost, damaged or stolen Adult Child (under 16)																												
Ext	Extension of a passport to full validity Adult Child (under 16)																												
Ch	Changes to your existing passport (the renewal fee applies) New name New photo National status																												
Thi	If you want to pay for a 48-page passport, put a cross (X) in this box (see the payment leaflet for details). This is not available for children. If you have eyesight difficulties and need a Braille sticker for your passport, put a cross (X) in this box.																												
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	SECTION 3	Have you had or been included on any sort of passport before? (You must fill in this section.)	08/01/02
	GET IT RIGHT If you are applying to replace a lost or stolen passport, you must also fill in form LS01. Please	A Has the person named in section 2 had any sort of passport (British or otherwise) or been included in any passport before? B You must send us all uncancelled passports with the application (say how many in the box). If the passports are lost or stolen, go to 3C.	
	refer to the guidance booklet for details on where to obtain form LS01. We cannot process your application	1 Passport number 2 Passport number 3 Passport number Under	
	until you send us form LS01. If you have already sent us form	Issued at in year	ar
	LS01 please tell us at Section 8.	Holders surname at the time it was issued	
		First and middle names	
		How the passport was lost, or why it is not available	
		Date of loss (DD/MM/YYYY) Place of loss	
	CECTION A	Parents' details	
	GET IT RIGHT Fill in this section if	If both parents named below were born after 31st December 1982 OR were born abroad, we will also need the full name country, date of birth and date of marriage of your grandparents (or details of your parents claim to British nationality). Write these details in Section 8, or on a separate piece of paper. Mother's or Parent 1's full name (surname first)	
	you are applying: - for your first adult British passport	Town and country of birth	
	- to replace a British passport that has been lost, stolen or		
	damaged - for a British passport for a child under	Date of birth (DD/MM/YYYY) Nationality and citizenship at the time of the applicant's birth	
	16, or - to extend a British passport.	If they have a British passport, give the number. Date of issue (DD/MM/YYYY)	
	If there are details you are not able to fit	Date of marriage or civil partnership to the father or second parent of the person named in section 2 (if this applies).	
	in the boxes in section 4, use the boxes at section 8 to include	Father's or Parent 2's full name (surname first)	
	extra information.	Town and country of birth	
		Date of birth (DD/MM/YYYY) Nationality and citizenship at the time of the applicant's birth	
		If they have a British passport, give the number. Date of issue (DD/MM/YYYY)	
_	Office use only		
	Documents produced		
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Г	SECTION 5	Certificate or registration or naturalisation 0\$/01/03								
	Has the person named in section 2 been granted a certificate or registration or naturalisation? Cross (X) the box. Date DD/MM/YYYY									
		No Give the date of issue here and details below. Certificate number Place of issue								
		Cel tilicate number								
	SECTION (6)	Children aged 12-15								
	GET IT RIGHT	If the person named insection 2 is aged 12 to 15, They must sign and date this section								
	Please read the notes on applications for children. Section 9	Children's signature. Applications will only be valid if you:								
	must be signed by a person with parental responsibility for the	- Sign the white signature box below using black biro - Keep within these								
	child.									
	SECTION 7									
	GET IT RIGHT This area is intentionally blank, please do not write in									
	this area									
	SECTION ®	More information If you need more space, please see the information on section 8 in the guidance notes at www.gov.uk								
_		Office use only								
ı										
		Type of passport								
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ATTENTION

The UK Passport Application process has recently changed. Applicants and Counter Signatories are now required to sign a unique form in order to submit their application.

Once IMMIgroup has reviewed and processed your application our office will send you the signature form which must be signed by the applicant and the counter-signatory, if applicable – a unique form is generated for every individual client.

Tel: 416-96-CANADA (962-2623)

http://www.immigroup.com

Fax: 416-640-2650

Official passport office use only												
Lost or Stolen Reference												
Application number												

Lost or Stolen Passport Notification Identity & Passport Service



Please turn over

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 0300 222 0000 or visit www.direct.gov.uk/passports 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. Surname on passport Details of the lost/stolen passport Forename(s) on passport Date of birth D D Town of birth Country of birth Passport number Was the passport issued in the UK? Date of issue Indicate by crossing Lost X Stolen X Other X either the Lost, If Other please supply details Stolen or Other box. Current title Current surname Current details only fill in if different to Section 01 Current forename(s) Date of loss/theft D D M M Place of loss/theft (e.g. name of airport or name and town of hotel) **Details of** where and when Country of loss/theft lost/stolen passport last seen Postcode of loss/theft Circumstances of loss/theft

LS01 10.08

04	Has the theft been reported to the police?	Yes	No 🔀							
Police Report	Date reported to police				orted to the po	olice				
The police must be notified of passport theft in the UK.	Police station		tne	n fill in the det	alls below					
Passports stolen abroad must be reported to local	Police report number									
police of that country.										
05	A person with parental responsibility must conform should not be used where there is a pare									
Name of person	completing this form on behalf of an adult pa why the passport holder cannot complete this	ıssport holdeı	r please enclo							
reporting the loss/theft.	Title			-						
Complete this section only if you are not the	Surname									
passport holder.										
	Forename(s)			\Box	\Box					
	Relationship to passport holder									
06	Present address (house number, street name, tow	vn)			+					
Contact details of person reporting the loss/theft.										
Complete this section only if this form is not	Caustin									
accompanying an application for a	Country			$\Box\Box$	$\Box\Box$					
replacement passport.	Postcode	Daytime tele	ephone numbe	-						
	Evening telephone number									
	Mobile telephone number									
	E-mail address									
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07	I understand that completing and returning this never be used again and, if subsequently foun	nd, it should b	e returned to	the Identity an	nd Passport Ser	vice (IPS)				
Declaration	immediately. I also understand that I will need to to replace the passport declared lost or stolen.	make a separ	ate application	n on a passport	application for	m if I wish				
Note all unsigned forms will be returned	The information on this form is true to the best prosecution and could face a prison sentence if									
returned	I also understand that the IPS holds and uses de Data Protection Act 1998 (which may be consult	ted at www.inf	ormationcomr	missioner.gov.ι	uk). Information	about the				
	lost or stolen passport may be shared with a locating and recovering the missing passport.	ppropriate pui	olic and priva	te sector autho	orities who can	assist in				
	Print name here			\Box	\Box					
Failure to keep your signature within	Signature (sign within box)	-		Date	M M Y Y	/ V V				
the border will invalidate the form.		England	this form with w			If this form				
Remember to enter	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.									
the date of signing in the box provided.		If outside	the mainland	UK this form she	ould be sent to the	he nearest				
			e or Passport I		Consular Section	., British				
Office Use Only	Source Authority (This is the unique code that rep	resents the aut	hority and how t	they report, e.g.	'FCOC' for FCO	Compass).				
This section should be completed by the	LSR Submission Post (The specific post or office v	within the subm	nitting organisat	ion making the	report)					
submitting authority.										
DATE STAMP	Source Authority Source System Reference (The	e unique systen	n reference ID f	or the LS report).					
	Source Contact Details (The Contact name or tele	phone number	where report is	; made).	+++	#				



How to get a digital passport photo

There are 3 ways:

Photo taken at home

You'll need someone to help you and a device that takes digital photos.

Photo with code

Get your photo taken in a booth or shop, and get a code with your photo. Use the code to add the photo to your application.

Photo in a digital file

Get your photo taken in a shop and get a digital file of your photo. Upload the file to add the photo to your application.



The photo code is a new service and may not be available yet from photo booths or shops in your area.



How to take a digital passport photo

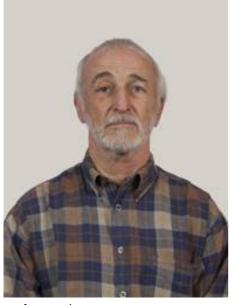
Use this guidance to take a digital photo that meets the passport photo rules.

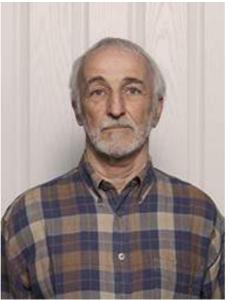
If your photo doesn't meet the rules you may have problems with your application or when you travel.

Photos for adults

Use a plain light-coloured background

- no texture or patterns
- no objects behind you







Approved

Textured background

Object in background

Even lighting and no shadows

- balanced light no shadows on your face or behind you
- it's best to use natural sunlight, for example facing a window







Approved Shadow on face Shadow behind head

Stand in the right position

- stand 0.5 metres (1.5 feet) away from your background (this reduces shadow)
- the person taking the photo should stand 1.5 metres (5 feet) from you
- include your head, shoulders and upper body in the photo
- don't crop your photo it will be done for you



Plain expression and face in full view

• face front on to the camera

- don't smile or frown eyes open and mouth closed
- your photo should be a good likeness and taken in the last month







Plain expression Don't smile Keep your mouth closed

No headwear

• unless it's for religious or medical reasons







Religious headwear

No fashion headwear

No hair accessories

Eyes fully visible

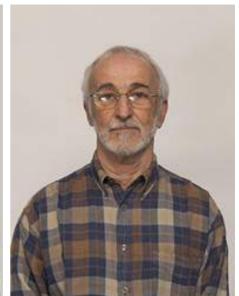
- · hair away from your face and eyes
- take your glasses off (if you can)

If you need to keep glasses on:

- your eyes must be visible without any glare or reflections
- no sunglasses or tinted glasses







Eyes fully visible

Don't cover eyes with glasses

No glare on glasses

Watch 'How to take a digital passport photo'

Guidance on how to take a Passsport photograph



Photos for babies and children

► I can't meet the photo rules