Immigroup Inc. 57 Westchester Drive, London, ON N6G 2K6 Phone: 1-866-760-2623 Fax: 416-640-2650 Email: info@immigroup.com

### U.K. PASSPORT: FIRST TIME APPLICANTS - 15 Years of Age or Younger **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:

**IMMIGROUP** 57 Westchester Drive, London Ontario, Canada N6G 2K6

#### **DOCUMENT CHECKLIST**

Include the following documents in your U.K. passport package: | IMMIGROUP ORDER FORM (this page) **COMPLETED UK PASSPORT APPLICATION FORM (OS)** CHILD'S 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.) ☐ 2 UK PASSPORT PHOTOS One of which must be countersigned. This will be

Please refer to the grid for additional requirements depending on your situation.

explained after the initial review.

IF YOU ARE UNSURE WHETHER YOU QUALIFY FOR A BRITISH PASSPORT, PLEASE CONTACT OUR OFFICE TO SCHEDULE A CONSULTATION Additional Documentation Requirements and Price Grid

	Citizenship through Mother	Citizenship through Father
Born in the United Kingdom	- Mother's long form birth certificate this means the certificate should include both parent's names  \$ 51.87 HST (harmonized sales tax) \$ 290 passport + courier fees	- Father's long form birth certificate this means the certificate should include both parent's names - Parent's marriage certificate  \$51.87 HST (harmonized sales tax) \$290 passport + courier fees
Not born in the United Kingdom	- Mother's long form birth certificate this means the certificate should include both parent's names	- Father's long form birth certificate  * \$740.87 this means the certificate should include both parent's names - Parent's marriage certificate
Kingdom	\$399 service fees \$51.87 HST (harmonized sales tax) \$290 passport + courier fees	If you married after your child's birth, additional documentation must be provided and an additional charge of \$150+HST will apply.  * Passport fees may change without notice
	<u>CONTACT INFORMATION</u>	DISCLAIMER
Email Addre	rss:	* By signing below I assert that I have read and agreed to the terms and
Phone Num	ber:	conditions as listed on https://www.immigroup.com/terms- conditions and agree to the following conditions:

# CREDIT CARD INFORMATION We accept Visa, Mastercard, American Express, bank drafts, and bank transfers Cardholder Name: Card Number: CVV Code: Expiry Date (mm/yyyy) I agree to pay these charges Cardholder Signature:

- \* Immigroup Inc. is not responsible for documents or passports lost by courier companies or any government office.
- \* Immigroup Inc. is not responsible for applications that are rejected.
- \* All fees are non-refundable once applications are submitted to the
- \* I agree to being charged the total fees corresponding with my required service.

SIGN HERE:

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#### **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 passport are you applying for?	Put a cross (X) in the relevant box.

	Renewal of your passport (If you are an adult, see further Adult Child (under 16)																												
Your first British Passport  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 New Photo National status																												
-	If you want to pay for a 48-page passport, put a cross (X) in this box (see the payment leaflet for details).																												
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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 C Details of the lost and stolen passport C Details of the lost and stolen passport S Details Of the lost A Deta	
	until you send us form LS01. If you have already sent us form	Issued at in ye	ear
	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	Ш
	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 nam 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	Father's or Parent 2's full name (surname first)	
	section 8 to include 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		
F	BC DB/EX PT	Nat Cert Payment Payment type	
S	RC MC	Photos Chq PO Partner Reference	Csh Db
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Г	SECTION 5	Certificate or registration or naturalisation 0 s / 0 1 / 0 3
		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
	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  marks - Put date in date box to the right  Date DD/MM/YYYY
	child.	
	SECTION 7	
	GET IT RIGHT This area is intentionally blank, please do not write in	
	this area	
	SECTION (1)	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
l		Notes
		Type of passport  R SE SN DO DE N 0 P C



# 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.



## 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

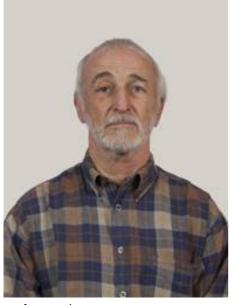
Use this guidance to take a digital photo that meets the passport photo rules.

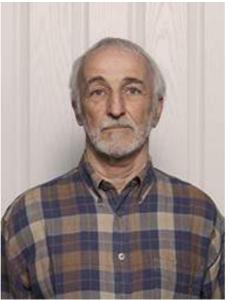
If your photo doesn't meet the rules you may have problems with your application or when you travel.

#### 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

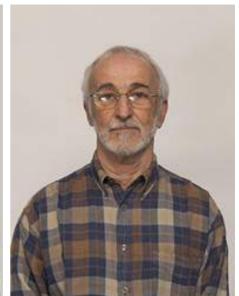
- · hair away from your face and eyes
- take your glasses off (if you can)

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