

## 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](mailto: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:

2558 Danforth Avenue, Suite 202, Toronto, ON M4C 1L3

#### 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 explained after the initial review.

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

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

	<u>Citizenship through Mother</u>	<u>Citizenship through Father</u>
Born in the United Kingdom	<input type="checkbox"/> <b>\$572.87</b> \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees - Mother's long form birth certificate <span style="color: red;">this means the certificate should include both parent's names</span>	<input type="checkbox"/> <b>\$572.87</b> \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees - Father's long form birth certificate <span style="color: red;">this means the certificate should include both parent's names</span> - Parent's marriage certificate
Not born in the United Kingdom	<input type="checkbox"/> <b>\$572.87</b> \$299 service fees \$38.87 HST (harmonized sales tax) \$235 passport + courier fees - Mother's long form birth certificate <span style="color: red;">this means the certificate should include both parent's names</span>	<input type="checkbox"/> <b>\$572.87</b> - Father's long form birth certificate <span style="color: red;">this means the certificate should include both parent's names</span> - Parent's marriage certificate If you married after your child's birth, additional documentation must be provided and an additional charge of \$150+HST will apply. <small>* Passport fees may change without notice</small>

#### 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)  CVW Code:

I agree to pay these charges  
 Cardholder Signature:

#### 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 cancelation fee will apply to any service canceled after work has begun.

SIGN HERE:

# OS



OS/01/01



HM Passport Office

# United Kingdom passport application

**GET IT RIGHT**  
USE BLACK BIRO ONLY.

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](http://www.gov.uk/government/organisations/hm-passport-office).

## SECTION 1

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

**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.

**Renewal** of your passport (If you are an adult, see further information on section 1 of the guidance notes.) 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)

**Extension** of a passport to full validity Adult  Child  (under 16)

**Changes** to your existing passport (the renewal fee applies) New name  New photo  Change British 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). 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.

## SECTION 2

### Who is the 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 address (house number, street name, town/city)

Country  Postcode

Date of birth (DD/MM/YYYY)  Gender Cross (X) the relevant box.

Male  Female

Town of birth

Country of birth (including UK)

Daytime/mobile phone number  Evening phone number

E-mail address (You do not have to fill in your e-mail address in capital letters.)

**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.



**SECTION 5**

**Certificate or registration or naturalisation**

OS/01/03

Has the person named in section 2 been granted a certificate or registration or naturalisation?

Cross (X) the box.

No

Yes  Give the date of issue here and details below.

Date DD/MM/YYYY

Certificate number

Place of issue

**SECTION 6**

**Children aged 12-15**

If the person named in section 2 is aged 12 to 15, they must sign and date this section

**GET IT RIGHT**

Please read the notes on applications for children. Section 9 must be signed by a person with parental responsibility for the child.

Children's signature.

Applications will only be valid if you:

- 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

**SECTION 7**

**GET IT RIGHT**

This area is intentionally blank, please do not write in this area

**SECTION 8**

**More information** If you need more space, please see the information on section 8 in the guidance notes at [www.gov.uk](http://www.gov.uk)

Office use only

Notes

Type of passport

R  SE  SN  DO  DE  N  O  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.

## U.K. PASSPORT PHOTOS: SPECIFICATIONS

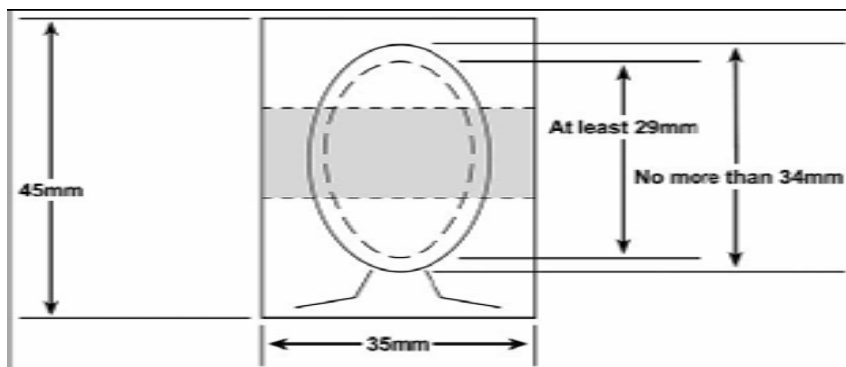
(TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER)

You must submit two (2) identical photos with your U.K. passport application. **One (1) photo must be signed by your countersignatory.**

The photos must be according to the following criteria:

- **IN COLOUR**  
(Do not submit black & white photos)
- **TAKEN BY A PROFESSIONAL PHOTOGRAPHER**  
(Do not submit photos printed from home)
- **TAKEN WITHIN THE LAST MONTH**  
(Ensure they are dated)
- **TAKEN ON A WHITE BACKGROUND**
- **NEUTRAL EXPRESSION WITH CLOSED MOUTH**  
(No smiling, grinning, frowning)
- **SIZE MUST FOLLOW THE TEMPLATE GIVEN BELOW**

### PHOTOGRAPH TEMPLATE



\*Template is not to scale