

U.K. PASSPORT RENEWAL - 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 renewal package (before you mail it in, please fax/email it to us for a review and further instructions):

- ☐ **IMMigroup ORDER FORM** (this page)
- ☐ **UK PASSPORT APPLICATION FORM** (OS)
- ☐ **A COPY OF ORIGINAL EXPIRED OR EXPIRING PASSPORT**
- If you have lost your passport please complete the 'Lost or Stolen Passport Notification' form.
- ☐ **2 UK PASSPORT PHOTOS**
One of which must be countersigned (under the age of 12 only). This will be explained after the initial review.
- ☐ **FULL COLOR COPY OF ANY OTHER UNCANCELLED PASSPORTS** (i.e. CANADIAN, US, etc.)

FEES AND PROCESSING TIMES**REGULAR**
☐ **\$489.25**

\$225 service fees
\$29.25 HST (harmonized sales tax)
\$235 passport fees (These include courier costs and may change without notice.)

For U.S. Clients USD\$460

LOST OR STOLEN
☐ **\$572.87**

\$299 service fees
\$38.87 HST (harmonized sales tax)
\$235 passport fees (These include courier costs and may change without notice.)

For U.S. Clients USD\$534

Average processing times are 6-8 weeks, subject to change without notice.

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

Not yet a citizen of Canada?

Check the box and we will send you the application

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:

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 <https://www.immigroup.com/terms-conditions> and agree to the following conditions:

- * 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 government.
- * I agree to being charged the total fees corresponding with my required service.

SIGN HERE:

OS

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 passport application



OS/01/01

HM Passport
Office

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 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). ☐

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

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.)

SECTION 3

Have you had or been included on any sort of passport before?

05/01/02

(You must fill in this section.)

GET IT RIGHT

If you are applying to replace a lost or stolen passport, you must also fill in form LS01. Please refer to the guidance booklet for details on where to obtain form LS01. We cannot process your application until you send us form LS01. If you have already sent us form LS01 please tell us at Section 8.

A Has the person named in section 2 had any sort of passport (British or otherwise) or been included in any passport before?

Yes ☐ Go to 3B below.

No ☐

B You must send us all uncanceled passports with the application (say how many in the box). If the passports are lost or stolen, go to 3C.

1 Passport number

2 Passport number

3 Passport number

Lost/Stolen Passport number

c Details of the lost and stolen passport

Issued at

in year

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

SECTION 4

Parents' details

If both parents named below were born after 31st December 1982 OR were born abroad, we will also need the full name, town, 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)

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)

Date of marriage or civil partnership to the father or second parent of the person named in section 2 (if this applies).

Father's or Parent 2's full name (surname first)

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)

GET IT RIGHT

Fill in this section if you are applying:
- for your first adult British passport
- to replace a British passport that has been lost, stolen or damaged
- for a British passport for a child under 16, or
- to extend a British passport.

If there are details you are not able to fit in the boxes in section 4, use the boxes at section 8 to include extra information.

Office use only

Documents produced

PT	OB/EX	PT	OB/EX	PT	OB/EX	Other documents - specify
FBC <input type="checkbox"/>	<input type="checkbox"/>	PPT <input type="checkbox"/>	<input type="checkbox"/>	Nat Cert <input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
SBC <input type="checkbox"/>	<input type="checkbox"/>	MC <input type="checkbox"/>	<input type="checkbox"/>	Photos <input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
						<input type="text"/>

BOEF

Y ☐ N ☐

Block Application

Payment

Payment type

Chq ☐ PO ☐ Csh ☐ Cr/Db ☐

Partner Reference

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

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Certificate number

--	--	--	--	--	--	--	--	--

Place of issue

[illegible]

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

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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

[illegible]

Office use only

Notes

[illegible]

Type of passport

R SE SN DO DE N O P C

04

Police Report

The police must be notified of passport theft in the UK. Passports stolen abroad must be reported to local police of that country.

Has the theft been reported to the police? Yes ☒ No ☒

Date reported to police

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

If it has been reported to the police then fill in the details below

Police station

Police report number

05

Name of person reporting the loss/theft.

Complete this section only if you are **not** the passport holder.

A person with parental responsibility must complete Section 05 if the passport holder is aged under 16 (this form should not be used where there is a parental dispute over the possession of a child's passport). If you are completing this form on behalf of an adult passport holder please enclose a covering letter explaining clearly why the passport holder cannot complete this form him/herself.

Title

Surname

Forename(s)

Relationship to passport holder

Present address (house number, street name, town)

06

Contact details of person reporting the loss/theft.

Complete this section only if this form is **not** accompanying an application for a replacement passport.

Country

Postcode

Daytime telephone number

Evening telephone number

Mobile telephone number

E-mail address

07

Declaration

Note all unsigned forms will be returned

Failure to keep your signature within the border will invalidate the form.

Remember to enter the date of signing in the box provided.

I understand that completing and returning this form will result in the related passport being cancelled, that it may never be used again and, if subsequently found, it should be returned to the Identity and Passport Service (IPS) immediately. I also understand that I will need to make a separate application on a passport application form if I wish to replace the passport declared lost or stolen.

The information on this form is true to the best of my knowledge and belief and I understand that I shall be liable to prosecution and could face a prison sentence if I include anything that I know to be false or do not believe to be true.

I also understand that the IPS holds and uses data for purposes notified to the Information Commissioner under the Data Protection Act 1998 (which may be consulted at www.informationcommissioner.gov.uk). Information about the lost or stolen passport may be shared with appropriate public and private sector authorities who can assist in locating and recovering the missing passport.

Print name here

Signature (sign within box)

Date

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

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. If outside the mainland UK this form should be sent to the nearest British Embassy or High Commission Consular Section, British Consulate or Passport Issuing Office.

Office Use Only

This section should be completed by the submitting authority.

DATE STAMP

Source Authority (This is the unique code that represents the authority and how they report, e.g. 'FCOC' for FCO Compass).

LSR Submission Post (The specific post or office within the submitting organisation making the report).

Source Authority Source System Reference (The unique system reference ID for the LS report).

Source Contact Details (The Contact name or telephone number where report is made).

**GOV.UK**

Apply for a passport

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.

**GOV.UK**

Apply for a passport

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 Passport photograph



Photos for babies and children

► [I can't meet the photo rules](#)