DOCUMENT CHECKLIST

U.K. PASSPORT RENEWAL - 15 Years of Age or Younger **Immigroup ORDER FORM**

INSTRUCTIONS

Read all instructions and fo	ollow carefully	Include the following documents in your U.K. passpor package (before you mail it in, please fax/email it to review and further instructions):	
1. Please complete your U.K. passport apprendix with your contact details and payment in		IMMIgroup ORDER FORM (this page)	
2. Fax/email us your U.K. passport applicated ocuments from the checklist opposite to <u>info@immigroup.com</u>		UK PASSPORT APPLICATION FORM (OS) A COPY OF ORIGINAL EXPIRED OR EXPIRING	PASSPORT
3. We will call you to confirm the receipt o your case	of your fax/email and discuss	- If you have lost your passport please complete the 'Lost Stolen Passport Notification' form.	
4. We strongly advise you not to mail you review to avoid having to resend addition which can cause delays. If you still wish to	nal documents at a later stage	 2 UK PASSPORT PHOTOS One of which must be countersigned (under the 12 only). This will be explained after the initial 	-
IMMIGROUP 57 Westchester Drive Ontario, Canada No	, London	FULL COLOR COPY OF ANY OTHER UNCANC PASSPORTS (i.e. CANADIAN, US, etc.)	ELLED
FEES AND PRO	CESSING TIMES		
REGULAR	LOST OR STOLEN	The United Kingdom recognized dual citizens	hin Thic
□ \$489.25	□ \$572.87	The United Kingdom recognizes dual citizens means that you are able to hold a Canadian a passport at the same time.	
 \$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 Average processing times are 6-8 we 	\$299 service fees \$38.87 HST (harmonized sales \$235 passport fees (These in courier costs and may change win notice.) For U.S. Clients USD\$534 eks, subject to change without not	Not yet a citizen of Canada? Check the box and we will send you the appli	cation
<u>CONTACT IN</u>	IFORMATION	DISCLAIMER	
	INFORMATION Express, bank drafts, and bank transfers	Applicant must sign below * By signing below I assert that I have read and agreed to t conditions as listed on https://www.immigroup.com/term and agree to the following conditions: * Immigroup Inc. is not responsible for documents or pass courier companies or any government office. * Immigroup Inc. is not responsible for applications that at * All fees are non-refundable once applications are submit government. * I agree to being charged the total fees corresponding wi	ns-conditions ports lost by re rejected. tted to the
Cardholder Name:		required service.	in my
Card Number:			
Expiry Date (mm/yyyy)	CVV Code:		
l agree to pay these charges Cardholder Signature:		SIGN HERE:	

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

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.

SECTION

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.



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

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.

	с с								
What type of passport are you applying for?	Put a cross (X) i	n 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)							
Replacement for a passport that is lost, damaged or stoler	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 New New 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.									
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)									

							—	-	_			_		_				_			_						
_						—			—	—												 i		_			
Cou	ntry																				Pos	code)			-	
Dat	e of b	irth (DD/I	MM/Y	(YYY)		_		_	Ge	nder	Cro	oss ()	<) the	e rele	vant	box.										
											Male			male													
Том	n of I	birth										_								 							
Cou	ntry (of bir	th (ir	nclud	ing L	K)																					
Day	time/	mobi	ile pł	none	num	ber		L	L						Ever	ning p	ohon	e nu	mber			I	I	I	L	I	
Γ																											
E-m	nail ad	ddres	s (Yo	ou do	not	have	to fi	ll in y	our /	e-ma	il ad	dress	s in c	apita	il lett	ers.)						I			I		1

SECTION 3	Have you had or been included on any sort of passport before? 0\$/01/02													
Ū	(You must fill in this section.)													
GET IT RIGHT If you are applying to	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													
replace a lost or stolen passport, you must also	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.													
fill in form LS01. Please	(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													
refer to the guidance booklet for details on														
where to obtain form LS01. We cannot	L L L L L L L L L L L L L L L L L L L													
process your application	c Details of the lost and stolen passport													
until you send us form LS01. If you have	Issued at in year													
already sent us form 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													
SECTION														
	Parents' details													
	Farents' 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).													
GET IT RIGHT	If both parents named below were born after 31st December 1982 OR were born abroad, we will also need the full name, town,													
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GET IT RIGHT Fill in this section if you are applying: - for your first adult	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)													
GET IT RIGHT Fill in this section if you are applying: - for your first adult British passport - to replace a British	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.													
GET IT RIGHT Fill in this section if you are applying: - for your first adult British passport	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													
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	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)													
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	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													
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	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													
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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	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													
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	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.													
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----- Office use only

Docume	nts produ	ced						
PT FBC	OB/EX	PT PPT	OB/EX PT	OB/EX	Other documents - spec	ify	Block Application	
SBC		мс	Photos				Payment	Chq PO Csh Cr/ Db
							Partner Reference	
					BOEF	Y N		

	section 5		s/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	
	section 6	Children aged 12-15	
		If the person named insection 2 is aged 12 to 15,	
	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.	They must sign and date this section 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 Date DD/MM/YYYY	
	SECTION 7		
	GET IT RIGHT This area is intentionally blank, please do not write in this area	More information If you need more space, please see the information on section 8 in the guidance notes at www.gov	<i>v.</i> uk
Γ		Office use only	
		Type of passport R SE SN DO DE N 0 P C	

section 9	Declaration This must be filled in by the person named in section 2. If under 16, their parent or guardian must fill this in instead. 0 S / 0 1 / 0 4
GET IT RIGHT If a parent or guardian is signing section 9, they must have parental responsibility and should give their relationship to the child. If the parents are not married, the father will not normally have parental responsibility. Please see the guidance notes for more details.	 It is a criminal offence to make a false statement to get a passport. If you have made a false statement on this form, you could be prosecuted and could go to prison. Our work includes checking that the countersignature in section 10 is genuine. I declare that I am 16 years or over (or will be within two weeks) and that: I will return a lost passport to a UK passport office if it comes into my possession; I, or the person named in section 2 of this application (if different), and a British national and have not lost or given up my national status; I have stated if the person named in section 2 was born of a surrogacy arrangement I do not owe any money to the UK Government for repatriation or similar relief; this application does not break the terms of any court order to which I, and the person named in section 2 (if different) any subject; as far as I know all the information I have given in this application is correct; if the application is for a child, I have parental responsibility and I have enclosed any court orders that relate to the child's residence, contact or removal from the UK/country of residence; I, or the person named in section 2 of this application (if different), understand that by voluntarily applying for a British passport. I may lose my citizenship of another country; and I have read both the guidance notes and the caution above and fully understand the consequences of my actions in applying for a passport.
	Name, if signing on behalf of a child (title, first name and surname)
SECTION 10	Countersignatory If a countersignature is needed, they must fill in this section after the rest of the form has been filled in.
GET IT RIGHT The person acting as the countersignatory must sign section 10.	Our work includes checking that your details are genuine. As a result, we may need to contact you. You should not sign this form if you are a relative of the person applying. IMPORTANT If the application is for a child, you are confirming the identity of the adult signing in section 9. You must also be able to identify the child in order to certify the photograph. Fill in the following in CAPITAL LETTERS and black biro. (cross (X) box Mr, Mrs, Miss, Ms, or write your title) Mr Mrs Miss Ms or title
GET IT RIGHT Please enclose two photos that meet the	
photo guidance. On the back of only one photo, the	
countersignatory must write " <i>I certify</i>	I confirm that I have known the person named in section 2, or in the case of a child, the adult filling in section 9 (insert their name)
that this is a true likeness of"giving	for (insert years) as (please say how - for example, employer, colleague, friend and so on).
the full name and title of the person named in section 2. The	yrs yrs
countersignatory must sign and date	As far as I know, the information on this form is correct. I hold either a full current UK, Irish, other EU, US or Commonwealth passport (delete as appropriate). I have read the caution and I understand it.
this endorsement.	Profession, professional qualifications or position in the community
GET IT RIGHT	Your employer's name and the address you work at (or your private address if this does not apply)
Please use the boxes at Section 8 to tell us which	
country's passport your countersignatory holds, and his or her email address.	
GET IT RIGHT To avoid unnecessary	Postcode Contact phone number
delays, please do not use a label or stamp	Current passport number Email address
on this form.	Date DD/MM/YYYY Countersignatures will only be
	Date DD/min/111 Countersignatures will only be valid if you: - Sign the white signature box By countersigning this application, you - Sign the white signature box agree to us checking passport records - Keep within these □ marks to confirm your countersignature. - Put date in date box to the left

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Application number

Lost or Stolen Passport Notification Home Office Identity & Passport Service

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.

01	
Details of the lost/stolen	Surname on passport
passport	Forename(s) on passport
	Date of birth
	Town of birth
	Country of birth
	Passport number Was the passport issued in the UK? Date of issue Yes No D M Y Y Y
Indicate by crossing either the Lost,	Lost Stolen Other Other I
Stolen or Other box.	
	Current title
02	
Current details - only fill in if different	Current surname
to Section 01	Current forename(s)
09	Date of loss/theft
03	
Details of where and when	Place of loss/theft (e.g. name of airport or name and town of hotel)
lost/stolen passport last seen	Country of loss/theft
	Postcode of loss/theft
	Circumstances of loss/theft

04	Has the theft been reported to the police? Yes 🛛 No 🔀
Police Report	Date reported to police If it has been reported to the police
The police must be notified	Police station the details below
of passport theft in the UK. Passports stolen abroad	
must be reported to local police of that country.	Police report number
ponee of that country.	
0E	A person with parental responsibility must complete Section 05 if the passport holder is aged under 16 (this
05	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
Name of person	why the passport holder cannot complete this form him/herself.
reporting the loss/theft.	Title
Complete this section only if you are not the	Surname
passport holder.	
	Forename(s)
	Relationship to passport holder
06	Present address (house number, street name, town)
Contact details of person reporting	
the loss/theft.	
Complete this section only if this form is not	Country
accompanying an application for a	
replacement passport.	Postcode Daytime telephone number
	Evening telephone number
	Mobile telephone number
	E-mail address
07	I understand that completing and returning this form will result in the related passport being cancelled, that it may
Declaration	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
Note all unsigned	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
forms will be returned	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
Failure to keep your	Signature (sign within box) Date
signature within the border will	
invalidate the form.	Enclose this form with your passport application form. If this form
Remember to enter	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 should be sent to the nearest
	British Embassy or High Commission Consular Section, British Consulate or Passport Issuing Office.
	Source Authority (This is the unique code that represents the authority and how they report, e.g. 'FCOC' for FCO Compass).
Office Use Only This section should be	
completed by the submitting authority.	LSR Submission Post (The specific post or office within the submitting organisation making the report).
DATE STAMP	Source Authority Source System Reference (The unique system reference ID for the LS 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).



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'



Photos for babies and children

I can't meet the photo rules