Immigroup Inc. P.O. Box 27060 Masonville PO London, ON N5X 3W0 Phone: 1-866-760-2623 Fax: 416-640-2650 Email: info@immigroup.com

Registration as a British Citizen and Passport Application - Applicants Born to an Unmarried British Father outside the United Kingdom Before July 1, 2006

IMMIGROUP ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.

2. Fax or scan and email all forms and documents in the document checklist to our office for review at 416-640-2650 or info@immigroup.com

3. You will be contacted within 1 - 2 business days regarding your application. If you have not been contacted after 2 business days, please contact our office at 1-866-760-2623 to confirm we have received your order. 4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at

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

5. Your original documents will be returned to you directly from the UK Border Agency in Great Britain. Upon approval, you will be invited to appear at the British Embassy or Consulate closest to your residence to take the oath of citizenship. You will receive a Certificate of Registration as a British Citizen at this time. When you have completed the oath process, our office will begin the passport application procedure.

DOCUMENT CHECKLIST

Include the following documents with your application:

- ☐ **IMMIGROUP ORDER FORM (THIS PAGE)** (Duly completed and signed)
- ☐ **REGISTRATION AS A BRITISH CITIZEN APPLICATION FORM UKF** (Duly completed and signed)
- ☐ **APPLICANT'S ORIGINAL LONG FORM BIRTH CERTIFICATE** (Must include father's name)
- ☐ **APPLICANT'S ORIGINAL VALID PASSPORT**
- ☐ **FATHER'S ORIGINAL LONG FORM UK BIRTH CERTIFICATE**
- ☐ **FATHER'S ORIGINAL VALID OR EXPIRED PASSPORT**
- ☐ **2 UK PASSPORT PHOTOS** (See included specs)

IF YOU ARE UNABLE TO PROVIDE ANY OF THESE ITEMS, FAX WHAT YOU HAVE AND OUR OFFICE WILL ADVISE YOU HOW TO PROCEED

FEE AND PROCESSING TIMES

☐ *$2536.22 Total fee For U.S. Clients USD$2302

Including: **$1800** service fees
$234 HST (harmonized sales tax)
***$152.22** for registration as a British citizen
(shown as a separate charge on your credit card)
$350 passport & courier fees
*These amounts may fluctuate with the exchange rate

Average processing time is 6-9 months.

PLEASE NOTE THAT IT IS NOT POSSIBLE TO EXPEDITE THIS APPLICATION IN ANY WAY. BRITISH AUTHORITIES DO NOT RECOGNIZE ANY CIRCUMSTANCE AS PROOF OF URGENCY AT THIS TIME.

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

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/yy)

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 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 cancelation fee of a minimum of $42.50 applies to any canceled orders.

SIGN HERE:

Section 1 - Personal Information

Before completing this form, you should read the accompanying Guide UKM. Fill in the parts of the form which apply to your application (see section 3 in Guide UKM) and cross out all other parts. If there is not enough space for your answer, use a separate sheet of paper. Please write clearly in block capitals using black ink.

1.1 Title - please select:

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state) ☐

1.2 Surname/family name (the name you give here will be the name shown on your certificate so please ensure it is spelt correctly and you have written it in the correct order):

1.3 Other names:

1.4 Name at birth if different from above. (If the names you have given are different or spelt differently from the name shown on your passport, please explain why on a separate sheet of paper):

1.5 If you are or have ever been known by any name or names apart from those mentioned above, please give details here:

1.6 Your present nationality:

1.7 National Insurance number: ☐☐☐☐☐☐☐☐☐

1.8 Date of birth: D D M M Y Y Y Y

1.9 Village or town or city of birth:

1.10 Country of birth:

1.11 Sex: Male ☐ Female ☐

1.12 Current marital status (please tick one box only):

Married	☐	In a civil partnership	☐
Widowed	☐	Civil partnership dissolved	☐
Single/never married	☐	Divorced	☐
		Legally separated	☐

1.13 Present address (you must give us any change of address in writing while we are considering this application):

Postcode:

Daytime/Mobile telephone number:

Evening telephone number:

Email address:

If someone is representing you, for example an agent or solicitor, or you are making an application through a consulate, please tell us their:

1.14 Name:

1.15 Address:

Postcode:

1.16 Telephone number:

1.17 If you have completed 1.14 and the address is that of your immigration advisor, please state their Office of the Immigration Services Commission (OISC) number:

1.18 If your application is approved, you will need to take part in a citizenship ceremony. If you are in the United Kingdom, the venue will normally be within a local authority area near where you live. If you want to have your ceremony in another area you should give us the details of the local authority location below.

Name:

Address:

Postcode:

Details of your parents

1.19 Your mother's full name:

1.20 Your mother's maiden name:

1.21 Your mother's town and country of birth:

1.22 Your mother's nationality:

1.23 Your mother's date of birth: D D M M Y Y Y Y

State how your Mother acquired citizenship of the United Kingdom and Colonies:

If this was by registration or naturalisation, give the certificate number:

1.24 Your father's full name:

1.25 Your father's town and country of birth:

1.26 Your father's nationality:

1.27 Your father's date of birth: D D M M Y Y Y Y

Details of your mother's parents if relevant (see Guide UKM):

1.28 Your grandfather's full name:

1.29 Your grandfather's town and country of birth:

1.30 Your grandfather's nationality:

1.31 Your grandfather's date of birth: D D M M Y Y Y Y

State how your grandfather acquired British nationality:

If this was by registration or naturalisation, give the certificate number:

1.32 Your grandmother's full name:

1.33 Your grandmother's maiden name:

1.34 Your grandmother's town and country of birth:

1.35 Your grandmother's nationality:

1.36 Your grandmother's date of birth: D D M M Y Y Y Y

State how your grandmother acquired British nationality:

If this was by registration or naturalisation, give the certificate number:

If you were settled in the United Kingdom before 1 January 1983 and had been ordinarily resident in the UK for at least 5 years, please give details:

Date residence started: D D M M Y Y Y Y

Date residence ended: D D M M Y Y Y Y

Date you became settled (that is the date you were given indefinite leave to enter or remain in the United Kingdom): D D M M Y Y Y Y

If you are a woman who married a man with the right of abode in the United Kingdom before 1 January 1983, please give details even if you are no longer married to that man.

1.37 Husband's full name:

1.38 Husband's date of birth: D D M M Y Y Y Y

1.39 Husband's town and country of birth:

1.40 Husband's nationality at the time of the marriage:

If he was a citizen of the United Kingdom and Colonies, state how he acquired this status:

If by nationalisation or registration, please give the certificate number and date and place of issue:

Certificate number:

Date of issue: D D M M Y Y Y Y

Place of issue:

1.41 Date of marriage: D D M M Y Y Y Y

Section 2 - Good Character Requirement

In this section you need to give information which will help the Home Secretary to decide whether they can be satisfied that you are of good character. Checks will be made with the police and possibly other Government Departments, the Security Service and other agencies.

2.1 What is your occupation?

2.2 Are you:

An employee ☐ A business partner ☐ Self-employed ☐ A director ☐

2.3 Name of employer or business:

2.4 Address of employer or business:

Postcode:

2.5 Address of tax office or tax office reference:

Personal History (criminal convictions, war crimes, etc.)

This section asks about any criminal convictions, any civil judgements or civil penalties made against you and details of any involvement you may have had in war crimes, genocide, crimes against humanity or terrorism. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused.

It is an offence under Section46(1) of the British Nationality Act 1981 to make a statement or representation which is know to be false of is not believed to be true. Information given will be checked with other agencies.

2.6 Have you been convicted of any criminal offence in the UK or any other country?

Yes ☐ go to question 2.7 No ☐ go to question 2.8

2.7 Please give details below for each criminal conviction, starting with the most recent one. If you have received more than 2 convictions please photocopy this page and enclose it with this form.

We will carry out criminal record checks on all applicants. You must give details of all criminal convictions. This includes road traffic offences (including all drink driving offences).

Fixed Penalty Notices (such as speeding or parking tickets) must be disclosed, although they do not form part of a person's criminal record and will not be considered in the caseworker's assessment of character unless either:

- the person has failed to pay and there were criminal proceedings as a result
- the person has received numerous fixed penalty notices

Criminal conviction 1

Country where convicted:

Nature of offence:

Sentence given:

Date sentenced: D D M M Y Y Y Y

If you were sentenced to a period of imprisonment, what was the length of the prison sentence (in months)?

months

Criminal conviction 2

Country where convicted:

Nature of offence:

Sentence given:

Date sentenced: D D M M Y Y Y Y

If you were sentenced to a period of imprisonment, what was the length of the prison sentence (in months)?

months

2.8 Do you have any civil judgements against you or any civil penalty under the UK Immigration Acts?

Yes ☐ go to question 2.9 No ☐ go to question 2.10

2.9 Give details for each civil judgment or any civil penalty under the UK immigration acts, starting with the most recent one.

If you have received more than 2 civil judgments and/or civil penalties under the UK Immigrations Acts, please photocopy this page and enclose it with this form.

Details of judgment or civil penalty 1

Date of judgment or civil penalty: D D M M Y Y Y Y

Country where judgment was made:

Details of judgment or civil penalty 2

Date of judgment or civil penalty: D D M M Y Y Y Y

Country where judgment made:

2.10 Have you received any cautions (simple or conditional), warnings or reprimands in the UK or any other country?

Yes ☐ go to question 2.11 No ☐ go to question 2.12

2.11 Give details for each caution (simple or conditional), warning or reprimand starting with the most recent one.

If you have received more than 2 cautions (simple or conditional), warnings or reprimands, please photocopy this page and enclose it with this form.

Details of caution (simple of conditional) warning, or reprimand 1

Date of caution, warning or reprimand: D D M M Y Y Y Y

Country where caution, warning or reprimand received:

Details of caution (simple of conditional) warning, or reprimand 2

Date of caution, warning or reprimand: D D M M Y Y Y Y

Country where caution, warning or reprimand received:

You must answer questions 2.12-2.18 below even if your have answered no to question 2.6. For help in answering these questions, please see the definitions in the Guide UKM.

2.12 Are your details recorded by the police in respect of certain sexual offences (on the "sex offenders register"), or are you subject to a notification order, a sexual offences prevention order, a foreign travel order, or a risk of sexual harm order (or equivalent order made in a British overseas territory or any other country)?

Yes ☐ No ☐

2.13 Have you ever been charged in any country with a criminal offence for which you have not yet been tried in court?

Yes ☐ No ☐

2.14 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide?

Yes ☐ No ☐

2.15 To your knowledge have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes against humanity or genocide?

Yes ☐ No ☐

2.16 Have you ever been involved in financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism **either within or outside the UK?**

Yes ☐ No ☐

2.17 Have you been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance or its aims?

Yes ☐ No ☐

2.18 Have you ever engaged in any other activities which might be relevant to the question of whether you are a person of good character (chapter 3 of the guide)?

Yes ☐ No ☐

2.19 If you have answered yes to question 2.12, 2.13, 2.14, 2.15, 2.16, 2.17 or 2.18 you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

For the purposes of answering questions 2.12-2.18 please refer to the Guide UKM which provides guidance on actions which may constitute war crimes, crimes against humanity, genocide or terrorist activities.

Section 3 - Referees and Identity

Please write your name and date of birth on the back of a photograph of yourself. This should then be glued or pasted into the space aside.

Affix passport size photo. See Guide UKM

This part of the form is to be filled in by your referees once your photograph has been affixed aside as explained above. Your referees should read page 15 of Guide UKM to confirm that they are eligible. Checks will be carried out to ensure that referees meet the requirements below and their signatures are genuine, and we may contact them as part of our enquiries.

Name of applicant:

3.1 One referee should be a person of any nationality who has professional standing, for example, minister of religion, civil servant, or a member of a professional body, for example, accountant or solicitor (who is not representing you with this application). The other referee must normally be a holder of a British citizen passport and either a professional person or over the age of 25 (see Guide UKM).

Both should declare that:

- they are not a relative, solicitor or agent of the applicant
- they are not employed by the Home Office
- they have not been convicted of an imprisonable offence (unless that conviction can be disregarded in line with the table shown on page 10 of Guide UKM)
- they have known the applicant personally for more than 3 years
- they are willing to give full details of their knowledge of the applicant
- they will advise the Home Office of any reason why the applicant should not be naturalised

1st Referee declaration

I declare that I am qualified to act as a referee. The photograph above is a true likeness of the applicant. I confirm each of the points in 3.1 above. I confirm that to the best of my knowledge the details given on page 2 of this form are correct.

3.2 Say how you know the applicant, and state your age and profession:

1st referee full name:

3.3 Sex: Male ☐ Female ☐

3.4 Address:

Postcode:

If you have been at this address less than 3 years please list previous addresses on a separate sheet.

3.5 Daytime telephone number:

3.6 Email address:

3.7 Current British citizen passport number (if any):

I understand that I may be liable for prosecution resulting in a penalty of up to 3 months imprisonment or a fine not exceeding £5000 or both, if I knowingly or recklessly make a false declaration.

Signature of referee:

Date: D D M M Y Y Y Y

2nd Referee declaration

I declare that I am qualified to act as a referee. The photograph above is a true likeness of the applicant. I confirm each of the points in 3.1 above. I confirm that to the best of my knowledge the details given on page 2 of this form are correct.

3.8 Say how you know the applicant, and state your age and profession:

2nd referee full name:

3.9 Sex: Male Female

3.10 Address:

Postcode:

If you have been at this address less than 3 years please list previous addresses on a separate sheet.

3.11 Daytime telephone number:

3.12 Email address:

3.13 Current British citizen passport number (if any):

I understand that I may be liable for prosecution resulting in a penalty of up to 3 months imprisonment or a fine not exceeding £5000 or both, if I knowingly or recklessly make a false declaration.

Signature of referee

Date

D D M M Y Y Y Y

Section 4 - Biometric enrolment

In accordance with British Nationality (General) (Amendments) (2) regulations 2014 anyone applying for naturalisation or registration as a British citizen must register their biometric information. For more information about registering your biometric information, please see the accompanying guidance notes, which you must read before completing this form.

If you have a current grant of leave on a Biometric residence permit, you must provide your Biometric residence permit for the application to be valid and complete.

4.1 Have you been issued with a biometric residence permit with a previous application for leave?

Yes ☐ go to question 4.2 No ☐ go to question 4.12

Please give details of your biometric residence permit. Please note for the application to be valid and complete, your current biometric residence permit must be provided, unless it is not available for one of the reasons specified on the application form.

4.2 BRP number: ☐☐☐☐☐☐☐☐☐

4.3 Nationality:

4.4 Issue date: D D M M Y Y Y Y

4.5 Expiry date: D D M M Y Y Y Y

4.6 Place of issue:

4.7 Biometric residence permit enclosed?

Yes ☐ go to question 4.12 No ☐ state the location of your BRP below:

Returned to Home Office ☐ go to question 4.8

Lost ☐ go to question 4.9

Stolen ☐ go to question 4.10

Other ☐ go to question 4.11

4.8 If the required BRP has been returned to the Home Office, please give details of the reason it was sent to us:

Date it was sent to us:

D D M M Y Y Y Y go to question 4.12

4.9 If the BRP was lost please give the date this was reported to the Home Office card management service:

D D M M Y Y Y Y

4.10 If the biometric resident permit was stolen, please give the police report number, crime reference number, the police station and the date reported to the police.

Police report number:

Crime reference number:

Police station:

Date reported to the police:

D D M M Y Y Y Y

4.11 If the required BRP is not enclosed please give details why you are unable to provide it:

4.12 Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad?

Yes ☐ go to question 4.13

No ☐ go to question 4.16

4.13 Date your fingerprints were taken:

D	D	M	M	Y	Y	Y	Y

4.14 Give details where your fingerprints were taken, including the town or city and country:

4.15 Give details of the British diplomatic post or posts involved if the application or applications was or were made abroad:

4.16 Do you have a medical or physical condition which may require special arrangements for your biometric features to be recorded?

Yes ☐ Please provide us with a letter from a doctor registered with the General Medical Council (GMC) giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

No ☐

4.17 Declaration

As required by British Nationality (General) (Amendment) (2) Regulations 2014, I confirm that I wish to register my biometric information.

Signature of applicant:

Date:

D	D		M	M		Y	Y	Y	Y

Section 5 - Declaration by applicant

Warning: to give false information on this form knowingly or recklessly is a criminal offence punishable with up to 3 months' imprisonment or by a fine not exceeding £5000 or both.

(Section 46(1) of the British Nationality Act 1981, as amended).

5.1 I (full name in block letters) _____

declare that, to the best of my knowledge and belief, the information given in this application is correct. I know of no reason why I should not be granted British citizenship. I promise to inform the Home Secretary in writing of any change in circumstances which may affect the accuracy of the information given whilst this application is being considered by the Home Office. I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other Government departments, the Security Service and other agencies, local authorities and the police, where it is necessary for immigration or nationality purposes, or to enable these bodies to carry out their functions.

I understand that I may be liable for prosecution if I have knowingly or recklessly provided false or incomplete information.

I authorise the HM Revenue and Customs to provide the Home Office with information relevant to this application, and with any information needed to check the information I have provided. I understand that any information provided to the HM Revenue and Customs in connection with this application may be used by them for the purpose of their statutory functions.

I authorise the Home Office to make enquiries of

- the Insolvency Service (England and Wales)
- the Accountant in Bankruptcy (Scotland)
- the Official Receiver (Northern Ireland)
- another appointed Receiver concerning my declaration of bankruptcy

I agree that the relevant body may disclose personal information obtained as part of their statutory function ☐

5.2 I confirm that I have read and understood the guide to registration as a British citizen ☐

5.3 I confirm that I have enclosed the appropriate fee and payment slip ☐

5.4 I confirm that I have enclosed the appropriate documents ☐

5.5 I understand that a certificate of citizenship may be withdrawn if it is found to have been obtained by fraud, false representation or concealment of any material fact, or if on the basis of my conduct the Home Secretary considers it to be conducive to the public good ☐

Please sign below once you are satisfied that you have completed the form correctly. Your application will not be valid if you do not enclose the correct fee. Fees are not fully refundable for applications that fail. You are recommended to read the guide, particularly those sections on how to qualify.

Signature:

Date:

D	D	M	M	Y	Y	Y	Y

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.

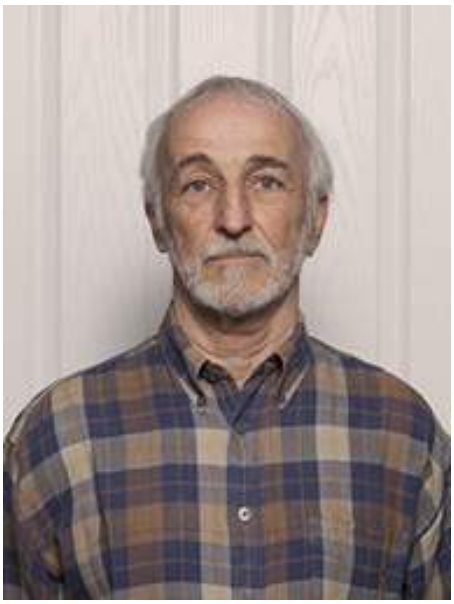
Photos for adults

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



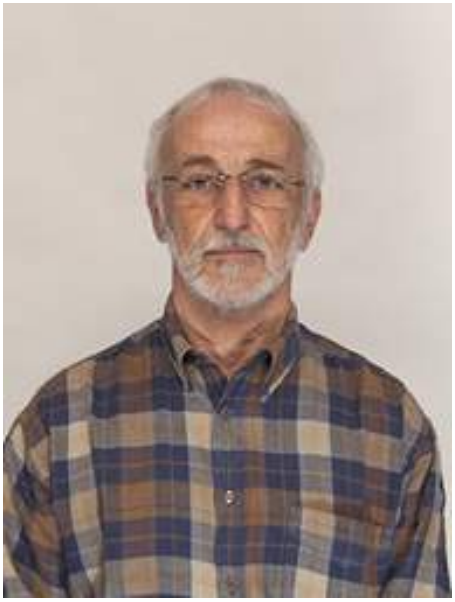
No hair accessories

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’



Photos for babies and children

- I can’t meet the photo rules