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:

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

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 - All Fees in US Dollars

REGULAR

LOST OR STOLEN

¯ \$460

Phone Number:

\$225 service fees

\$235 passport fees (These include courier costs and may change without notice.)

\$534

\$299 service fees

\$235 passport fees (These include courier costs and may change without notice.)

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 an American and U.K. passport at the same time.

CONTACT INFORMATION

Email Address:

CREDIT CARD INFORMATION

We accept Visa, Mastercard, American Express, bank drafts, and bank transfers

Cardholder Name:

Card Number:

Expiry Date (mm/yyyy) I agree to pay these charges Cardholder Signature:

CVV Code:

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

SIGN HERE:

05

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	f 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)																											
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Ext	ens	sion	of	a pa	ıssp	ort	to fu	ıll v	alidi	ity							Þ	Adult			(Child		(und	er 16	5)		
Ch	ang	es	to y	our	exis	ting	pas	sspo	ort (1	he r	ene	wal	fee	app	olies	3)		New ame				New hoto			Chan Natio			
Thi	f 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?																											
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Mr	\Box	Mrs		Miss		Ms			title																			
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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 Under	
	until you send us form LS01. If you have already sent us form	Issued at in year	ar
	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	
	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 name 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 section 8 to include	Father's or Parent 2's full name (surname first)	
	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		
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Г	SECTION 5	Certificate or registration or naturalisation 0\$/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 Give the date of issue here and details below. Certificate number Place of issue
		Cel tilicate number
	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
	child.	
	SECTION 7	
	GET IT RIGHT This area is intentionally blank, please do not write in	
	this area	
	SECTION ®	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
ı		
		Type of passport
		R SE SN DO DE N O P C

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:

! will return a lost passport to a UK passport office if it comes into my I

- I, or the person named in section 2 of this application (if different), am status;
 - I have stated if the person named in section 2 was born of a surrogacy I do not owe any money to the UK Government for repatriation or simil
 - this application does not break the terms of any court order
 - to which I, and the person named in section 2 (if different) am 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.

a I	ssession; British national and have not lost or given up my n rrangement relief;	atio	nal
	Signature Before signing, please read the guidance booklet Applications are only valid if you: - Sign the white signature box below using black - Keep within these marks	c bi	ro
		-	1
	L	_	J

Name, if signing on behalf of a child (title, first name and surname) Relationship to child

Countersignatory If a countersignature is needed, they must fill in this section after the rest of the form has been filled in.

Caution

It is a criminal offence to make a false statement to help someone get a passport. Check the form properly before you fill in this section. If you have made any false statements on this form, or if you know that the person applying has made any false statements on this form, you could be prosecuted and could go to prison.

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	ш	Mrs	ш	Miss	ш	Ms		or	title																				
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		yrs																											
	s far as I know, the information on this form is correct. I hold either a full current UK, Irish, other EU, US or ommonwealth passport (delete as appropriate). I have read the caution and I understand it.																												
Prot	fessio	on, p	rofes	sion	al qu	alific	ation	ns or	posi	ition	in th	e co	mmu	nity															
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Sign the white signature box

Put date in date box to the left

valid if you:

using black biro

By countersigning this application, you

agree to us checking passport records

to confirm your countersignature.

SECTION 10

GET IT RIGHT

The person acting as the countersignatory must sign section 10.

GET IT RIGHT

Please enclose two photos that meet the photo guidance. On the back of only one photo, the countersignatory must write "I certify that this is a true likeness of..."giving the full name and title of the person named in section 2. The countersignatory must sign and date this endorsement

GET IT RIGHT

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 delays, please do not use a label or stamp on this form.

Designed in the UK by Adare Limited 774485-004 05/13

Official passport office use only
Lost or Stolen Reference
Application number

Lost or Stolen Passport Notification Identity & Passport Service



Please turn over

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. Surname on passport Details of the lost/stolen passport Forename(s) on passport Date of birth D D Town of birth Country of birth Passport number Was the passport issued in the UK? Date of issue Indicate by crossing Lost X Stolen X Other X either the Lost, If Other please supply details Stolen or Other box. Current title Current surname Current details only fill in if different to Section 01 Current forename(s) Date of loss/theft D D M M Place of loss/theft (e.g. name of airport or name and town of hotel) **Details of** where and when Country of loss/theft lost/stolen passport last seen Postcode of loss/theft Circumstances of loss/theft

LS01 10.08

04	Has the theft been reported to the police?	Yes	No 🔀			
Police Report	Date reported to police				orted to the po	olice
The police must be notified of passport theft in the UK.	Police station		tne	n fill in the det	alls below	
Passports stolen abroad must be reported to local	Police report number					
police of that country.						
05	A person with parental responsibility must conform should not be used where there is a pare					
Name of person	completing this form on behalf of an adult pa why the passport holder cannot complete this	ıssport holdeı	r please enclo			
reporting the loss/theft.	Title			-		
Complete this section only if you are not the	Surname					
passport holder.						
	Forename(s)			\Box	\Box	
	Relationship to passport holder					
06	Present address (house number, street name, tow	vn)			+	
Contact details of person reporting the loss/theft.						
Complete this section only if this form is not	Caustin					
accompanying an application for a	Country			$\Box\Box$	$\Box\Box$	
replacement passport.	Postcode	Daytime tele	ephone numbe	-		
	Evening telephone number					
	Mobile telephone number					
	E-mail address					
				++++	+++	-
_						
07	I understand that completing and returning this never be used again and, if subsequently foun	nd, it should b	e returned to	the Identity an	nd Passport Ser	vice (IPS)
Declaration	immediately. I also understand that I will need to to replace the passport declared lost or stolen.	make a separ	ate application	n on a passport	application for	m if I wish
Note all unsigned forms will be returned	The information on this form is true to the best prosecution and could face a prison sentence if					
returned	I also understand that the IPS holds and uses de Data Protection Act 1998 (which may be consult	ted at www.inf	ormationcomr	missioner.gov.ι	uk). Information	about the
	lost or stolen passport may be shared with a locating and recovering the missing passport.	ppropriate pui	olic and priva	te sector autho	orities who can	assist in
	Print name here			\Box	\Box	
Failure to keep your signature within	Signature (sign within box)	-		Date	M M Y Y	/ V V
the border will invalidate the form.		England	this form with w		pplication form. I	If this form
Remember to enter		is not acc	companying an	application for	m for a replacen	ment
the date of signing in the box provided.		If outside	the mainland	UK this form she	, Peterborough Fould be sent to the	he nearest
			e or Passport I		Consular Section	., British
Office Use Only	Source Authority (This is the unique code that rep	resents the aut	hority and how t	they report, e.g.	'FCOC' for FCO	Compass).
This section should be completed by the	LSR Submission Post (The specific post or office v	within the subm	nitting organisat	ion making the	report)	
submitting authority.						
DATE STAMP	Source Authority Source System Reference (The	e unique systen	n reference ID f	or the LS report).	
	Source Contact Details (The Contact name or tele	phone 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.



How to take a digital passport photo

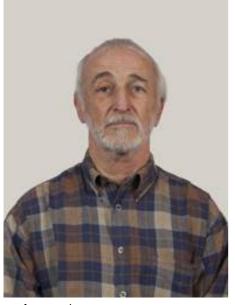
Use this guidance to take a digital photo that meets the passport photo rules.

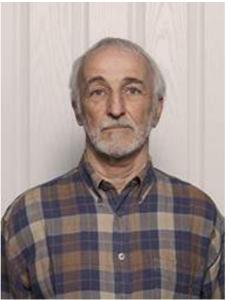
If your photo doesn't meet the rules you may have problems with your application or when you travel.

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

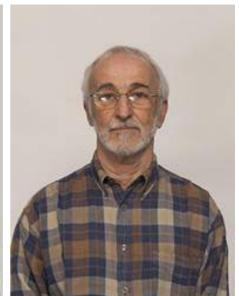
- · hair away from your face and eyes
- take your glasses off (if you can)

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