

## 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:

**IMMIGROUP**  
 57 Westchester Drive,  
 London Ontario, Canada N6G 2K6

#### 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>\$740.87</b> \$399 service fees \$51.87 HST (harmonized sales tax) \$290 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>\$740.87</b> \$399 service fees \$51.87 HST (harmonized sales tax) \$290 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>\$740.87</b> \$399 service fees \$51.87 HST (harmonized sales tax) \$290 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>\$740.87</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 <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



# United Kingdom passport application

OS/01/01  
HM Passport  
Office

**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

**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.

**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). 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

**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.

### 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.)

(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**

**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.

**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)

**Office use only**

Documents produced	Block Application
PT <input type="checkbox"/> OB/EX <input type="checkbox"/> PPT <input type="checkbox"/> PT <input type="checkbox"/> OB/EX <input type="checkbox"/> Nat Cert <input type="checkbox"/> PT <input type="checkbox"/> OB/EX <input type="checkbox"/> Other documents - specify <input type="text"/>	<input type="text"/>
FBC <input type="checkbox"/> SBC <input type="checkbox"/> MC <input type="checkbox"/> Photos <input type="checkbox"/>	Payment <input type="text"/> Payment type <input type="text"/> Cr/Db <input type="text"/> Partner Reference <input type="text"/>
BOEF <input type="checkbox"/> <input type="checkbox"/>	Chq <input type="checkbox"/> PO <input type="checkbox"/> Csh <input type="checkbox"/>
Y <input type="checkbox"/> N <input type="checkbox"/>	

**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.

PO Box 27060  
Masonville PO  
60 North Centre RD  
London, ON N5X 3W0  
Canada

1-866-760-2623 / 1-416-962-2623  
Fax: 1-416-640-2650  
info@immigroup.com  
<https://www.immigroup.com>

**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.



## 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

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**Photos for babies and children**

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▶ [I can't meet the photo rules](#)