

## U.K. PASSPORT RENEWAL - 16 Years of Age or Older 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). It takes us 1 to 2 business days to review your documents. Once the review is finalized you'll be given the go-ahead to mail in your application to us.
3. Mail in your documents to the below 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)
- 2 U.K. PASSPORT PHOTOS (any size)
- VALID or EXPIRED BRITISH PASSPORT
  - you will need to mail your British passport (it will be returned to you)
  - If you have lost your passport please complete the 'Lost or Stolen Passport Notification' form (page 5 & 6)
- FOR DUAL CITIZENS: Full **color copy** of **every page** of your expired or valid passports (i.e. Canadian, US, etc.)  
*\*If you do not have access to a colour printer, you can scan and email it to us and will print it for you.*

*If your passport has expired more than 5 years ago we will require your birth certificate as well.*

### FEES AND PROCESSING TIMES

#### REGULAR

**\$544.25**

\$225 service fees  
\$29.25 HST (tax)  
\$290 passport fees & courier costs

For U.S. Clients USD\$515

48-page passport (extra \$16)

Average processing time is 4-8 weeks, subject to change without notice.

#### LOST OR STOLEN

**\$627.87**

\$299 service fees  
\$38.87 HST (tax)  
\$290 passport fees & courier costs

For U.S. Clients USD\$589

48-page passport (extra \$16)

**Do you still not have a Canadian Passport? Let us help you get your Right of Citizenship**

- You can lose your PR but can't lose your Citizenship
- No more PR card renewals
- 10% discount when you send in two applications

Click here to start

**British Passport through descent service**

- Full rights of a British national
- Second passport is the best insurance
- 10% discount when you send in two applications

Click here child    Click here adult

**immigration and documentation specialist**

#### 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

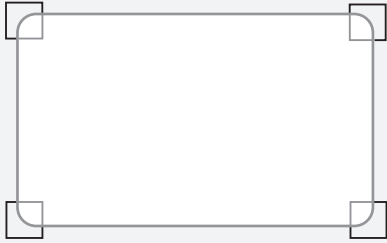
required for service

*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.
- \* 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
- \* Once payments are made personal card information is deleted
- \* You will see two charges on **credit card statement**: IMMIGROUP

SIGN HERE:

# OS



OS/01/01



HM Passport Office

# 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](http://www.gov.uk/government/organisations/hm-passport-office).

## SECTION 1

**What type of passport are you applying for?** Put a cross (X) in the relevant box.

**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.

**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

### 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.)

**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.



**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



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**

[Date stamp box]

**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).