

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:

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)
- ☐ **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**REGULAR**
☐ **\$489.25**

\$225 service fees
\$29.25 HST (harmonized sales tax)
\$235 passport fees

For U.S. Clients USD\$460

LOST OR STOLEN
☐ **\$572.87**

\$299 service fees
\$38.87 HST (harmonized sales tax)
\$235 passport fees

For U.S. Clients USD\$534

Average processing times are 6-8 weeks, subject to change without notice.

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

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

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 passport application



OS/01/01

HM Passport
Office

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 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). ☐

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)

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.)

SECTION 3

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.

Have you had or been included on any sort of passport before?

05/01/02

(You must fill in this section.)

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

	PT	OB/EX	PT	OB/EX	PT	OB/EX	Other documents - specify
FBC	☐	☐	PPT	☐	Nat Cert	☐	
SBC	☐	☐	MC	☐	Photos	☐	

BOEF

Y ☐ N ☐

Block Application

Payment

Payment type

Partner Reference

Cr/Db

SECTION 5

Certificate or registration or naturalisation

05/01/03

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

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Certificate number

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Place of issue

[illegible]

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

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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

[illegible]

Office use only

Notes

[illegible]

Type of passport

R SE SN DO DE N O P C

Application number																			

Lost or Stolen Passport Notification

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 passport

Title

Surname on passport

Forename(s) on passport

Date of birth

D	D		M	M		Y	Y	Y	Y
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Town of birth

Country of birth

Passport number

Was the passport issued in the UK?

Yes ☒ No ☒

Date of issue

D	D		M	M		Y	Y	Y	Y
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Lost ☒ Stolen ☒ Other ☒

If Other please supply details

Indicate by crossing
either the Lost,
Stolen or Other box.

02

Current details - only fill in if different to Section 01

Current title

Current surname

Current forename(s)

Date of loss/theft

D	D		M	M		Y	Y	Y	Y
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Place of loss/theft (e.g. name of airport or name and town of hotel)

Country of loss/theft

Postcode of loss/theft

Circumstances of loss/theft

03

Details of where and when lost/stolen passport last seen

Source Contact Details (The Contact name or telephone number where report is made).