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. 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 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)

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)

Average processing time is 4-8 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

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.

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.)

SECTION 3 Have you had or been included on any sort of passport before?

(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 uncancelled 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 Parents' details

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.

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
FBC	☐	☐	PPT	☐	☐	Nat Cert	☐	☐
SBC	☐	☐	MC	☐	☐	Photos	☐	☐

Other documents - specify

BOEF Y ☐ N ☐

Block Application

Payment

Payment type Chq ☐ PO ☐ Csh ☐ Cr/Db ☐

Partner Reference

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

Certificate number

Place of issue

SECTION 6 Children aged 12-15

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.

If the person named insection 2 is aged 12 to 15, They must sign and date this section

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

Office use only

Notes

Type of passport

R ☐ SE ☐ SN ☐ DO ☐ DE ☐ N ☐ O ☐ P ☐ C ☐

Official passport office use only
Lost or Stolen Reference

Application number

Lost or Stolen Passport Notification

Home Office
Identity & Passport Service

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

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

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

Lost ☐ Stolen ☐ Other ☐

If Other please supply details

02 Current details - only fill in if different to Section 01

Current title

Current surname

Current forename(s)

03 Details of where and when lost/stolen passport last seen

Date of loss/theft
D D M M Y Y Y Y

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

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

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.*

Present address (house number, street name, town)

Country

Postcode

Daytime telephone number

Evening telephone number

Mobile telephone number

E-mail address

07

Declaration

Note all unsigned forms will be returned

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

Failure to keep your signature within the border will invalidate the form.

Remember to enter the date of signing in the box provided.

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

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).