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
- **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:

2558 Danforth Avenue, Suite 202, Toronto, ON M4C 1L3

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

☐ 2 UK PASSPORT PHOTOS

One of which must be countersigned. This will be explained after the initial review.

PASSPORTS (i.e. CANADIAN, US, etc.)

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>					
- Mother's long form birth certificate this means the certificate should include both parent's names \$38.87 HST (harmonized sales tax) \$235 passport + courier fees	- Father's long form birth certificate this means the certificate should include both parent's names \$299 service fees - Parent's marriage certificate \$38.87 HST (harmonized sales tax) \$235 passport + courier fees					
- Mother's long form birth certificate this means the certificate should include both parent's names \$38.87 HST (harmonized sales tax) \$235 passport + courier fees	- Father's long form birth certificate this means the certificate should include both parent's names - 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. * Passport fees may change without notice					
	- Mother's long form birth certificate this means the certificate should include both parent's names \$38.87 HST (harmonized sales tax) \$235 passport + courier fees - Mother's long form birth certificate this means the certificate should include both parent's names \$572.87 \$299 service fees \$38.87 HST (harmonized sales tax)					

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:

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
- * 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 cancelation fee will apply to any service canceled after work has begun.

SIGN HERE:

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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 passport are you applying for?	Put a cross (X) in the relevant box
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	Renewal of your passport (If you are an adult, see further information on section 1 of the guidance notes.)																												
	Your first British Passport Adult Child (under 16)																												
Re	Replacement for a passport that is lost, damaged or stolen Adult Child (under 16)																												
Ext	Extension of a passport to full validity Adult Child (under 16)																												
Ch	Changes to your existing passport (the renewal fee applies) New New 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.																												
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	SECTION 3	,	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	(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? 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	
	refer to the guidance booklet for details on where to obtain form LS01. We cannot process your application	c Details of the lost and stolen passport	
	until you send us form LS01. If you have already sent us form	Issued at in year	ear
	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	
	SECTION 4,	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 nam 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		
	- to replace a British passport that has been lost, stolen or	Town and country of birth	
	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													
	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 must be signed by a person with parental	Children's signature. Applications will only be valid if you: - Sign the white signature box below using black biro - Keep within these Rut date in dest box to the sight.													
	responsibility for the child.	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 (6)	More information If you need more space, please see the information on section 8 in the guidance notes at www.gov.uk													
Г		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.

Tel: 416-96-CANADA (962-2623)

http://www.immigroup.com

Fax: 416-640-2650

U.K. PASSPORT PHOTOS: SPECIFICATIONS

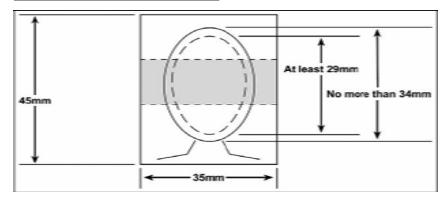
(TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER)

You must submit two (2) identical photos with your U.K. passport application. One (1) photo must be signed by your countersignatory.

The photos must be according to the following criteria:

- IN COLOUR
 (Do not submit black & white photos)
- TAKEN BY A PROFESSIONAL PHOTOGRAPHER (Do not submit photos printed from home)
- TAKEN WITHIN THE LAST MONTH (Ensure they are dated)
- TAKEN ON A WHITE BACKGROUND
- NEUTRAL EXPRESSION WITH CLOSED MOUTH (No smiling, grinning, frowning)
- SIZE MUST FOLLOW THE TEMPLATE GIVEN BELOW

PHOTOGRAPH TEMPLATE



^{*}Template is not to scale