

U.K. PASSPORT: FIRST TIME APPLICANTS - 16 Years of Age or Older

ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted. **Ensure your residential address is listed in section 7 rather than section 1a.**
2. Fax or scan and email all forms and documents in the document checklist to our office for review at **416-640-2650** or info@immigrationfacts.ca
3. You will be contacted within 1 - 2 business days regarding your application. **If you have not been contacted after 2 business days, please contact our office at 1-866-760-2623** to confirm we have received your order.
4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at **2558 DANFORTH AVE, Suite, 202, TORONTO, ON M4C 1L3**
5. Within 4 - 8 weeks your original documents will be returned from the British Embassy. Then, your application will be forwarded to the UK for production of the passport. Our office will contact you when your passport and original documents have been received.

PLEASE NOTE THAT IT IS NOT POSSIBLE TO EXPEDITE THIS APPLICATION IN ANY WAY. BRITISH AUTHORITIES DO NOT RECOGNIZE ANY CIRCUMSTANCE AS PROOF OF URGENCY AT THIS TIME.

DOCUMENT CHECKLIST

Include the following documents in your U.K. passport package:

- IMMIGROUP ORDER FORM** (this page)
- COMPLETED UK PASSPORT APPLICATION FORM (OS)**
- COPY OF THE FRONT AND BACK OF 2 GOVERNMENT-ISSUED PHOTO IDS**
- ORIGINAL, LONG-FORM BIRTH CERTIFICATE**
- 2 UK PASSPORT PHOTOS**

Please refer to the grid for additional requirements if you were born outside the UK. If you have ever legally changed your name, you will need to provide additional documentation.

If you are unable to provide any of these items, fax what you have and our office will advise you how to proceed. If your application is submitted without the necessary documentation, processing times will increase.

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"/> \$627.87 - No additional requirements \$299 service fees \$38.87 HST (harmonized sales tax) \$290 passport + courier fees	<input type="checkbox"/> \$627.87 - No additional requirements \$299 service fees \$38.87 HST (harmonized sales tax) \$290 passport + courier fees
Not born in the United Kingdom	If you were born to a British mother after Dec 31, 1982: <input type="checkbox"/> \$627.87 - Mother's original, long-form birth certificate <input type="checkbox"/> 48-page passport (+\$16)	- Father's original, long-form, birth certificate - Parents' marriage certificate <input type="checkbox"/> 48-page passport (+\$16)
	If you were born to a British mother before 1983, and outside the United Kingdom, please visit the link below to download the appropriate kit: http://www.immigroup.com/passport/uk_passport.php	If your parents married after your birth, additional documentation must be provided and an additional charge of \$150 + HST will apply. * Passport fees may change without notice

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/yy) 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 <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 \$75.

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

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 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

[Signature box]

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

[Multiple rows of empty boxes for additional information]

Office use only

Notes

Type of passport

R SE SN DO DE N O P C

SECTION 9

GET IT RIGHT

If a parent or guardian is signing section 9, they must have parental responsibility and should give their relationship to the child. If the parents are not married, the father will not normally have parental responsibility. Please see the guidance notes for more details.

Declaration This must be filled in by the person named in section 2. If under 16, their parent or guardian must fill this in instead. OS / 01 / 04

It is a criminal offence to make a false statement to get a passport. If you have made a false statement on this form, you could be prosecuted and could go to prison. Our work includes checking that the countersignature in section 10 is genuine.

I declare that I am 16 years or over (or will be within two weeks) and that:

- 1 I will return a lost passport to a UK passport office if it comes into my possession;
- 2 I, or the person named in section 2 of this application (if different), am a British national and have not lost or given up my national status;
- 3 I have stated if the person named in section 2 was born of a surrogacy arrangement
- 4 I do not owe any money to the UK Government for repatriation or similar relief;
- 5 this application does not break the terms of any court order to which I, and the person named in section 2 (if different) am subject;
- 6 as far as I know all the information I have given in this application is correct;
- 7 if the application is for a child, I have parental responsibility and I have enclosed any court orders that relate to the child's residence, contact or removal from the UK/country of residence;
- 8 I, or the person named in section 2 of this application (if different), understand that by voluntarily applying for a British passport, I may lose my citizenship of another country; and
- 9 I have read both the guidance notes and the caution above and fully understand the consequences of my actions in applying for a passport.

Signature

Before signing, please read the guidance booklet Applications are only valid if you:

- Sign the white signature box below using black biro
- Keep within these marks

Name, if signing on behalf of a child (title, first name and surname)

Relationship to child

Date DD/MM/YYYY

SECTION 10

GET IT RIGHT

The person acting as the countersignatory must sign section 10.

Countersignatory If a countersignature is needed, they must fill in this section after the rest of the form has been filled in.

Caution

It is a criminal offence to make a false statement to help someone get a passport. Check the form properly before you fill in this section. If you have made any false statements on this form, or if you know that the person applying has made any false statements on this form, you could be prosecuted and could go to prison.

Our work includes checking that your details are genuine. As a result, we may need to contact you. You should not sign this form if you are a relative of the person applying.

IMPORTANT If the application is for a child, you are confirming the identity of the adult signing in section 9. You must also be able to identify the child in order to certify the photograph.

Fill in the following in CAPITAL LETTERS and black biro. (cross (X) box Mr, Mrs, Miss, Ms, or write your title)

Mr Mrs Miss Ms or title

First and middle names

Surname

I confirm that I have known the person named in section 2, or in the case of a child, the adult filling in section 9 (insert their name)

for (insert years) as (please say how - for example, employer, colleague, friend and so on).

As far as I know, the information on this form is correct. I hold either a full current UK, Irish, other EU, US or Commonwealth passport (delete as appropriate). I have read the caution and I understand it.

Profession, professional qualifications or position in the community

Your employer's name and the address you work at (or your private address if this does not apply)

Postcode

Contact phone number

Current passport number

Email address

Date DD/MM/YYYY

Countersignatures will only be valid if you:

- Sign the white signature box using black biro
- Keep within these marks
- Put date in date box to the left

By countersigning this application, you agree to us checking passport records to confirm your countersignature.

GET IT RIGHT

Please enclose two photos that meet the photo guidance. On the back of only one photo, the countersignatory must write "I certify that this is a true likeness of..." giving the full name and title of the person named in section 2. The countersignatory must sign and date this endorsement.

GET IT RIGHT

Please use the boxes at Section 8 to tell us which country's passport your countersignatory holds, and his or her email address.

GET IT RIGHT

To avoid unnecessary delays, please do not use a label or stamp on this form.

U.K. PASSPORT PHOTOS: SPECIFICATIONS

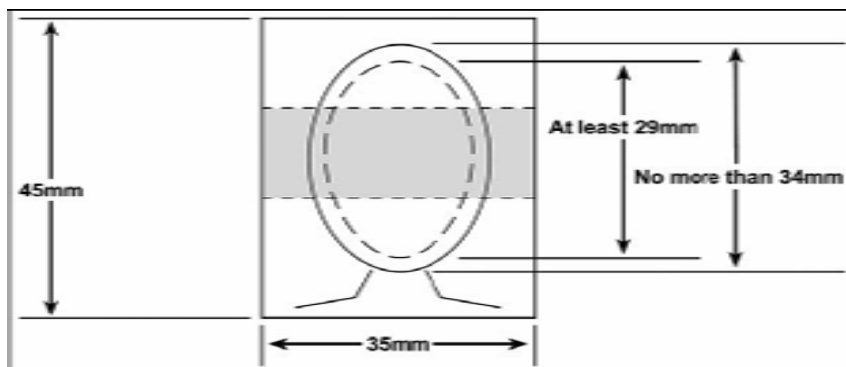
(TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER)

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