

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:

IMMIGROUP
 57 Westchester Drive,
 London Ontario, Canada N6G 2K6

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 PASSPORTS (i.e. CANADIAN, US, etc.)**
- 2 UK PASSPORT PHOTOS**

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

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>
Born in the United Kingdom	<input type="checkbox"/> \$740.87 \$399 service fees \$51.87 HST (harmonized sales tax) \$290 passport + courier fees - Mother's long form birth certificate this means the certificate should include both parent's names	<input type="checkbox"/> \$740.87 \$399 service fees \$51.87 HST (harmonized sales tax) \$290 passport + courier fees - Father's long form birth certificate this means the certificate should include both parent's names - Parent's marriage certificate
Not born in the United Kingdom	<input type="checkbox"/> \$740.87 \$399 service fees \$51.87 HST (harmonized sales tax) \$290 passport + courier fees - Mother's long form birth certificate this means the certificate should include both parent's names	<input type="checkbox"/> \$740.87 - 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. <small>* Passport fees may change without notice</small>

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) CVW 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.
- * 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.

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 outside the UK 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/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 www.gov.uk/overseas-passports for specific advice about how to renew or apply for your passport from the country you are in.

Renewal of your passport issued after 31/12/1993
(If you are an adult, see further information on section 1 of the guidance notes.) Adult Child (under 16)

Your **first** British Passport
(or renewal of your passport issued before 31/12/1993) 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. (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?

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.

We will contact you on your mobile phone number if we have any queries about delivery.

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.

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)

Mobile phone number

Alternative 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?

OS/01/02

(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 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

c Details of the lost and stolen passport

Lost/Stolen Passport number
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.
- to renew a passport that was issued before 31/12/1993
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 outside the UK, 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
FBC PT OB/EX PPT PT OB/EX Nat Cert PT OB/EX Other documents - specify
SBC PT OB/EX MC PT OB/EX Photos PT OB/EX Post opener number
Block Application
Payment Payment type
Chq PO Csh Cr/Db
Partner Reference
BOEF Y N

SECTION 5

Certificate of registration or naturalisation

0S/01/03

Has the person named in section 2 been granted a certificate of 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

[Signature box]

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

[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.

SECTION 10

GET IT RIGHT

The person acting as the countersignatory must sign section 10.

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.

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

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 British, 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

Mobile phone number

Current passport number

Alternative phone number

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.