# Registration as a British Citizen and Passport Application - Applicants Born to a British Mother outside the United Kingdom Before Jan. 1, 1983

**IMMIgroup 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.
- 2. Fax or scan and email all forms and documents in the document checklist to our office for review at 416-640-2650 or <a href="mailto:info@immigroup.com">info@immigroup.com</a>
- 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

#### P.O. Box 27060 Masonville PO London, ON N5X 3W0

5. Your original documents will be returned to you directly from the UK Border Agency in Great Britain. Upon approval, you will be invited to appear at the British Embassy or Consulate closest to your residence to take the oath of citizenship. You will receive a Certificate of Registration as a British Citizen at this time. When you have completed the oath process, our office will begin the passport application procedure.

#### DOCUMENT CHECKLIST

Include the following documents with your application:

	IMMIGROUP ORDER FORM (THIS PAGE) (Duly completed and signed)
	REGISTRATION AS A BRITISH CITIZEN APPLICATION FORM UKM (Duly completed and signed)
	APPLICANT'S ORIGINAL LONG FORM BIRTH CERTIFICATE
	APPLICANT'S ORIGINAL VALID PASSPORT
	MOTHER'S ORIGINAL LONG FORM UK BIRTH CERTIFICATE
	MOTHER'S ORIGINAL VALID OR EXPIRED PASSPORT
	1 UK PASSPORT PHOTOS (35 x 45)
,	IF YOU ARE UNABLE TO PROVIDE ANY OF THESE ITEMS, FAX

#### FEES AND PROCESSING TIMES

\*\$2536.22 Total fee For U.S. clients USD\$2302

Including: \$1800 service fees

\$234 HST (harmonized sales tax)

\*\$152.22 for registration as a British citizen

\*\$350 passport & courier fees

\*These amounts may fluctuate with the exchange rate

Average processing time is 6-9 months.

**PROCEED** 

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

The United Kingdom recognizes dual citizenship. This means that you are able to hold a Canadian and U.K. passport at the same time.

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:
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 <a href="http://www.immigroup.com/disclaimer.php">http://www.immigroup.com/disclaimer.php</a> 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 government

- \*All fees are non-refundable once applications are submitted to the
- \*I agree to being charged the total fees corresponding with my required service
- \* A cancellation fee of a minimum of \$42.50 applies to any canceled

SIGN HERE:

## **Section 1 - Personal Information**

Before completing this form, you should read the accompanying Guide UKM. Fill in the parts of the form which apply to your application (see section 3 in Guide UKM) and cross out all other parts. If there is not enough space for your answer, use a separate sheet of paper. Please write clearly in block capitals using black ink.

1.1	Title	- pl	eas	se s	ele	ct:																				
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1.6	Your	pre	esei	nt n	atio	nali	ty:																			
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1.10	Cou	ntry	/ of	birt	:h:																					
1.11	Sex	<b>C</b> :		Ma	ale		]		Fe	mal	le		]													

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you live. If you want to have your ceremony in another area you should give us the local authority location below.	details of the
Name:	
Address:	
Postcode:	
Details of your parents  1.19 Your mother's full name:	
1.20 Your mother's maiden name:	
1.21 Your mother's town and country of birth:	
1.22 Your mother's nationality:	
1.23 Your mother's date of birth:    D D M Y Y Y	
State how your Mother acquired citizenship of the United Kingdom and Colonies:	
If this was by registration or naturalisation, give the certificate number:	
1.24 Your father's full name:	
1.24 Your father's full name:	
1.24 Your father's full name:	
1.24 Your father's full name:  1.25 Your father's town and country of birth:	

1.18 If your application is approved, you will need to take part in a citizenship ceremony. If you are in the United Kingdom, the venue will normally be within a local authority area near where

1.2	0	You	r ta	tnei	r's n	atic	naı	ity:																		
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1.3	5	You	r gı	anc	lmo	ther	's r	natio	nal	ity:																

D D M M Y

1.36 Your grandmother's date of birth:

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1.37	Husband's	full n	ame	:																			
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## **Section 2 - Good Character Requirement**

In this section you need to give information which will help the Home Secretary to decide whether they can be satisfied that you are of good character. Checks will be made with the police and possibly other Government Departments, the Security Service and other agencies.

2.1	What	t is y	our o	ccup	atio	n?																			
2.2	Are y	ou:																							
An	empl	oyee			Αt	ousi	ines	ss p	oartı	ner			S	elf-e	emp	oloy	ed			Ac	dire	ctor			
2.3	Nam	e of e	emplo	yer	or b	usir	nes	s:																	
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2.6	Hav	e you	u bee	n co	nvic	ted	of a	any	cri	min	al o	ffer	nce i	n th	ne U	JK c	or ar	ny c	the	r co	untı	ry?			
Yes		go t	to que	stio	n 2.7	7						No	)		gc	to	que	stio	n 2.	.8					

2.7 Please give details below for each criminal conviction, starting with the most recent one. If you have received more than 2 convictions please photocopy this page and enclose it with this form.

We will carry out criminal record checks on all applicants. You must give details of all criminal convictions. This includes road traffic offences (including all drink driving offences).

Fixed Penalty Notices (such as speeding or parking tickets) must be disclosed, although they do not form part of a person's criminal record and will not be considered in the caseworker's assessment of character unless either:

- the person has failed to pay and there were criminal proceedings as a result
- the person has received numerous fixed penalty notices

Criminal conviction 1

Country	where	conv	icte	d:																				
Nature o	f offen	ce:				,													,	,				
Sentence	e giver	1																						
Date sen	itenced	d:								D	D		M	M		Υ	Υ	Υ	Υ					
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2.8 Do you have any civil judgements against you or any civil penalty under the UK Immigration Acts?
Yes go to question 2.9 No go to question 2.10
2.9 Give details for each civil judgment or any civil penalty under the UK immigration acts, starting with the most recent one.
If you have received more than 2 civil judgments and/or civil penalties under the UK Immigrations Acts, please photocopy this page and enclose it with this form.
Details of judgment or civil penalty 1
Date of judgment or civil penalty:
Country where judgment was made:
Details of judgment or civil penalty 2
Date of judgment or civil penalty:
Country where judgment made:
2.10 Have you received any cautions (simple or conditional), warnings or reprimands in the UK or any other country?
Yes go to question 2.11 No go to question 2.12
2.11 Give details for each caution (simple or conditional), warning or reprimand starting with the most recent one.
If you have received more than 2 cautions (simple or conditional), warnings or reprimands, please photocopy this page and enclose it with this form.

## Details of caution (simple of conditional) warning, or reprimand 1 Date of caution, warning or reprimand: Country where caution, warning or reprimand received: Details of caution (simple of conditional) warning, or reprimand 2 Date of caution, warning or reprimand: Country where caution, warning or reprimand received: You must answer questions 2.12-2.18 below even if your have answered no to question 2.6. For help in answering these questions, please see the definitions in the Guide UKM. 2.12 Are your details recorded by the police in respect of certain sexual offences (on the "sex offenders register"), or are you subject to a notification order, a sexual offences prevention order, a foreign travel order, or a risk of sexual harm order (or equivalent order made in a British overseas territory or any other country)? Yes No 2.13 Have you ever been charged in any country with a criminal offence for which you have not yet been tried in court? Yes No 2.14 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? Yes No 2.15 To your knowledge have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes against humanity or genocide? Yes No

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2.16 Have you ever been involved in financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism <b>either within or outside the UK?</b>
Yes No
2.17 Have you been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance or its aims?
Yes No
2.18 Have you ever engaged in any other activities which might be relevant to the question of whether you are a person of good character (chapter 3 of the guide)?
Yes No
2.19 If you have answered yes to question 2.12, 2.13, 2.14, 2.15, 2.16, 2.17 or 2.18 you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.
For the purposes of answering questions 2.12-2.18 please refer to the Guide UKM which provides guidance on actions which may constitute war crimes, crimes against humanity, genocide or terrorist activities.

## **Section 3 - Referees and Identity**

Please write your name and date of birth on the back of a pho yourself. This should then be glued or pasted into the space a	• .
This part of the form is to be filled in by your referees once you photograph has been affixed aside as explained above. Your is should read page 15 of Guide UKM to confirm that they are el Checks will be carried out to ensure that referees meet the received below and their signatures are genuine, and we may contact to four enquiries.	referees Affix passport size photo. See Guide uirements UKM
Name of applicant:	
3.1 One referee should be a person of any nationality who hexample, minister of religion, civil servant, or a member of a paccountant or solicitor (who is not representing you with this a normally be a holder of a British citizen passport and either a pof 25 (see Guide UKM).	rofessional body, for example, application). The other referee must
Both should declare that:	
• they are not a relative, solicitor or agent of the applicant	
they are not employed by the Home Office	
• they have not been convicted of an imprisonable offence (undisregarded in line with the table shown on page 10 of Guid	
• they have known the applicant personally for more than 3 y	rears rears
• they are willing to give full details of their knowledge of the	applicant
• they will advise the Home Office of any reason why the app	olicant should not be naturalised
1st Referee declaration	
I declare that I am qualified to act as a referee. The photograp applicant. I confirm each of the points in 3.1 above. I confirm t details given on page 2 of this form are correct.	
3.2 Say how you know the applicant, and state your age and	d profession:
1st referee full name:	
3.3 Sex: Male Female	

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Poo	tcode	<u>                                       </u>					+																	
POS	icode	•																						
If you have been at this address less than 3 years please list previous addresses on a separate sheet.																								
3.5 Daytime telephone number:																								
3.6	3.6 Email address:																							
3.7 Current British citizen passport number (if any):																								
							Т																	
imp dec Sigr	I understand that I may be liable for prosecution res imprisonment or a fine not exceeding £5000 or both declaration.  Signature of referee:																							
2nd Referee declaration  I declare that I am qualified to act as a referee. The photograph above is a true likeness of the applicant. I confirm each of the points in 3.1 above. I confirm that to the best of my knowledge the details given on page 2 of this form are correct.  3.8 Say how you know the applicant, and state your age and profession:																								
2nd referee full name:																								
							-																	
3.9	3.9 Sex: Male Female																							

3.4 Address:

## Section 4 - Biometric enrolment

In accordance with British Nationality (General) (Amendments) (2) regulations 2014 anyone applying for naturalisation or registration as a British citizen must register their biometric information. For more information about registering your biometric information, please see the accompanying guidance notes, which you must read before completing this form.

If you have a current grant of leave on a Biometric residence permit, you must provide your Biometric residence permit for the application to be valid and complete.

4.1 Have you been issued with a biometric residence permit with a previous application for leave?														
Yes	go to question 4	1.2	No	No go to question 4.12										
Please give details of your biometric residence permit. Please note for the application to be valid and complete, your current biometric residence permit must be provided, unless it is not available for one of the reasons specified on the application form.														
4.2	2 BRP number:													
4.3	I.3 Nationality:													
4.4	Issue date: 4.5 Expiry date:													
D D														
4.6 Place of issue:														
4.7 Biometric residence permit enclosed?														
Yes	go to question 4.12 No state the location of your BRP below:													
Retu	Returned to Home Office go to question 4.8													
Lost		go to questi	on 4.9											
Stole	n	on 4.10												
Othe	r	go to questi	on 4.11											

4.8 If the required BRP has been returned to the Home Office, please give details of the reason it was sent to us:													
Date it was sent to us:													
D D M M Y Y Y Y go to question 4.12													
4.9 If the BRP was lost please give the date this was reported to the Home Office card management service:													
4.10 If the biometric resident permit was stolen, please give the police report number, crime reference number, the police station and the date reported to the police.													
Police report number:													
Crime reference number:													
Police station:													
Date reported to the police:													
4.11 If the required BRP is not enclosed please give details why you are unable to provide it:													
4.12 Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad?													
Yes go to question 4.13													
No go to question 4.16													

4.13	Dat	e y	our	Ting	erpri	กเร	we	re ta	ake	en:												
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4.14	4.14 Give details where your fingerprints were taken, including the town or city and country:																					
4.15 Give details of the British diplomatic post or posts involved if the application or applications was or were made abroad:																						
4.16 your b Yes	your biometric features to be recorded?  Yes Please provide us with a letter from a doctor registered with the General Medical Council (GMC) giving details of the condition and/or special needs and explaining any arrangements that may be necessary.																					
4.17	Dec	clar	atio	n																		
As required by British Nationality (General) (Amendment) (2) Regulations 2014, I confirm that I wish to register my biometric information.																						
Signa	ture	of a	appl	icar	nt:																	
															Da	te:						
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## Section 5 - Declaration by applicant

Warning: to give false information on this form knowingly or recklessly is a criminal offence punishable with up to 3 months' imprisonment or by a fine not exceeding £5000 or both. (Section 46(1) of the British Nationality Act 1981, as amended). 5.1 I (full name in block letters) declare that, to the best of my knowledge and belief, the information given in this application is correct. I know of no reason why I should not be granted British citizenship. I promise to inform the Home Secretary in writing of any change in circumstances which may affect the accuracy of the information given whilst this application is being considered by the Home Office. I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other Government departments, the Security Service and other agencies, local authorities and the police, where it is necessary for immigration or nationality purposes, or to enable these bodies to carry out their functions. I understand that I may be liable for prosecution if I have knowingly or recklessly provided false or incomplete information. I authorise the HM Revenue and Customs to provide the Home Office with information relevant to this application, and with any information needed to check the information I have provided. I understand that any information provided to the HM Revenue and Customs in connection with this application may be used by them for the purpose of their statutory functions. I authorise the Home Office to make enquiries of • the Insolvency Service (England and Wales) the Accountant in Bankruptcy (Scotland) • the Official Receiver (Northern Ireland) another appointed Receiver concerning my declaration of bankruptcy I agree that the relevant body may disclose personal information obtained as part of their statutory function 5.2 I confirm that I have read and understood the guide to registration as a British citizen 5.3 I confirm that I have enclosed the appropriate fee and payment slip 5.4 I confirm that I have enclosed the appropriate documents 5.5 I understand that a certificate of citizenship may be withdrawn if it is found to have been obtained by fraud, false representation or concealment of any material fact, or if on

the basis of my conduct the Home Secretary considers it to be conducive to the public

good

to quality.	
Signature:	Date:
	D D M M Y Y Y Y

Please sign below once you are satisfied that you have completed the form correctly. Your

application will not be valid if you do not enclose the correct fee. Fees are not fully refundable for applications that fail. You are recommended to read the guide, particularly those sections on how



### How to get a digital passport photo

There are 3 ways:

#### Photo taken at home

You'll need someone to help you and a device that takes digital photos.

#### Photo with code

Get your photo taken in a booth or shop, and get a code with your photo. Use the code to add the photo to your application.

#### Photo in a digital file

Get your photo taken in a shop and get a digital file of your photo. Upload the file to add the photo to your application.



The photo code is a new service and may not be available yet from photo booths or shops in your area.



## How to take a digital passport photo

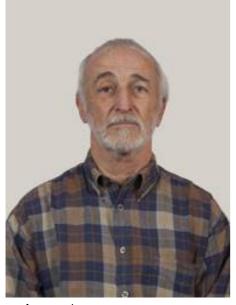
Use this guidance to take a digital photo that meets the passport photo rules.

If your photo doesn't meet the rules you may have problems with your application or when you travel.

#### Photos for adults

#### Use a plain light-coloured background

- no texture or patterns
- no objects behind you







Approved

Textured background

Object in background

#### Even lighting and no shadows

- balanced light no shadows on your face or behind you
- it's best to use natural sunlight, for example facing a window







Approved Shadow on face Shadow behind head

#### Stand in the right position

- stand 0.5 metres (1.5 feet) away from your background (this reduces shadow)
- the person taking the photo should stand 1.5 metres (5 feet) from you
- include your head, shoulders and upper body in the photo
- don't crop your photo it will be done for you



#### Plain expression and face in full view

• face front on to the camera

- don't smile or frown eyes open and mouth closed
- your photo should be a good likeness and taken in the last month







Plain expression Don't smile Keep your mouth closed

#### No headwear

• unless it's for religious or medical reasons







Religious headwear

No fashion headwear

No hair accessories

#### Eyes fully visible

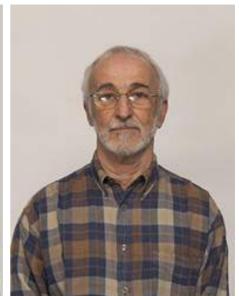
- · hair away from your face and eyes
- take your glasses off (if you can)

If you need to keep glasses on:

- your eyes must be visible without any glare or reflections
- no sunglasses or tinted glasses







Eyes fully visible

Don't cover eyes with glasses

No glare on glasses

#### Watch 'How to take a digital passport photo'

Guidance on how to take a Passsport photograph



#### Photos for babies and children

► I can't meet the photo rules