

U.K. PASSPORT (all ages): **RENEWAL APPLICANTS**

Immigroup Order Form & OS Applications

INSTRUCTIONS

1. Please **complete this application**. If you are unsure of any question or supporting document, just leave it out and we will address it at the **review stage** of the process.
2. **Send in your documents for a quick review**, you have two options:
--- **Scan and email** us all your documents info@immigroup.com
--- **Call or text** us at 416-962-2623, and one of our agents will contact you for an over-the-phone review.
3. Send us your documents to the address indicated below. Please use a courier with tracking.

IMMIGROUP
57 Westchester Drive, London
Ontario, Canada N6G 2K6
4. We will take it from this point. If we require more documents, we will let you know. [For up-to-date processing times, please click here](#) and look for Passport times.

DOCUMENT CHECKLIST

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

Immigroup order form (this document) & **OS** applications.

Valid or expired British passport (it will be returned to you). If you lost your passport, please complete the 'Lost or Stolen Passport Notification' form (page 6 & 7)

One Passport Photo - go to a local passport photo location and ask for passport photo 45 mm high by 35 mm wide.

Full colour copy of any other passport you have (**all 36 pages**) e.g. Canadian or American Passport.

Paper Application

Paper Application

Total fee **CDN\$544.25**

\$225 service fee
\$29.25 HST
\$290 passport fee & courier
U.S. clients: **USD\$415**

Extra Family Members

Total fee **CDN\$377.75**

\$175 service fee
\$22.75 HST
\$180 (£105.86) passport fee (courier included)
U.S. clients: **USD\$290**

Online Application

Want to save some money? Do the application Online.

[Click here to start](#)

Related Services

Check the box and an agent will contact you with more information.

PR Card Renewal

Become a Canadian Citizen

NEXUS card - U.S./Canada boarder crossing

Replace Record of Landing (IMM 1000)

Replace Citizenship (Card) Certificate

All other immigration matters

PAYMENT OPTIONS

You have a few options to make payment:

- You can simply fill out the payment field below
- Send us a cheque or money order (Immigroup)
- E-transfer (Canada only - info@immigroup.com)
- Request a payment link and pay online

Cardholders Name

Card Number

Expiry Date (mm/yyyy)

CVV

Cardholders Signature

CONTACT INFORMATION

Email Address

Phone Number

DISCLAIMER

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>

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 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.

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Lost or Stolen Passport Notification

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

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Surname on passport

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Forename(s) on passport

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Date of birth

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Town of birth

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Country of birth

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Passport number

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 Was the passport issued in the UK? Yes No

Date of issue

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Lost Stolen Other

If Other please supply details

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

02

Current details - only fill in if different to Section 01

Current title

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Current surname

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Current forename(s)

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03

Details of where and when lost/stolen passport last seen

Date of loss/theft

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Place of loss/theft (e.g. name of airport or name and town of hotel)

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Country of loss/theft

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Postcode of loss/theft

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Circumstances of loss/theft

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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
Present address (house number, street name, town)

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.

Country
Postcode
Daytime telephone number
Evening telephone number
Mobile telephone number
E-mail address

07

Declaration

Note all unsigned forms will be returned

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

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

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

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

[Date stamp box]

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).