

Applying for a passport

Helping you fill in
the form and get your
passport photo right

Or apply online at
www.gov.uk/apply-renew-passport



HM Passport
Office

**Write the barcode number from the
top of your application form here.**

.....
If you are using Check & Send, you will also
need the receipt and barcode number that the
Post Office gives you. You will need both if you
phone us about an application.

Sections to fill in

Type of customer	Sections of the form to fill in
Everyone	Sections 1, 2, 3 and 9.
Renewal - Adult	Sections 1, 2, 3 and 9. The countersignatory must fill in section 10 only if you can't be recognised from the photograph in your current passport and they must certify, sign and date one of your passport photos.
Renewal - Child	Sections 1, 2, 3, 4 and 9. Section 6 if the child is aged 12 to 15. The countersignatory must fill in section 10 and certify, sign and date one of your passport photos if the child is aged 11 or under, or if the child can't be recognised from the photograph in their current passport.
First British passport - Adult	Sections 1, 2, 3, 4, 5 and 9. The countersignatory must fill in section 10 and certify, sign and date one of your passport photos.
First British passport - Child	Sections 1, 2, 3, 4, 5 and 9. Section 6 if it applies. The countersignatory must fill in section 10 and certify, sign and date one of your child's passport photos.
Replacement – Adult or Child	Sections 1, 2, 3, 4 and 9. Section 6 if it applies. Section 8 if your passport is damaged. The countersignatory must fill in section 10 and certify, sign and date one of your passport photos.
Extension – Adult or Child	Sections 1, 2, 3, 4 and 9. Section 6 if it applies. The countersignatory must also fill in section 10 if you can't be recognised from the photograph in your current passport and they must certify, sign and date one of your passport photos.
Changes to your existing passport	Sections 1, 2, 3 and 9. Sections 4 and 6 if they apply.

Secure delivery

We will send your **new passport** by secure delivery – see page 19 for more details.

This is covered by the passport fee.

We will normally send your **supporting documents** back to you separately by second-class Royal Mail post.

Put a cross in the 'Secure Delivery' box if you would like us to send your supporting documents back to you separately by secure delivery. (There is an extra fee for this, see page 18 for details. Please remember to include this when you are working out the total fee to send us.)

We cannot:

- take responsibility or provide compensation for any loss or delayed return of your supporting documents when we return them by second-class post when you have not asked for secure delivery
- replace any documents that you report as missing six months after we have issued the passport, or
- accept responsibility for passports and supporting documents which are not delivered if you quote an incorrect address or do not tell us if you move house while we are processing your application.

Table of supporting documents

Use this checklist to find out what documents to send us. Once we have considered your application, we may still need to ask you for more information.

	Passport type	2 recent identical photos	Previous British passport	Any other uncancelled passports relating to you
1	Renewal	Renew a British passport (with no changes)	✓	✓
2	First British passport (including where you hold an 'old blue' passport)	Born or adopted before 1 Jan 83 (not naturalised or registered)	✓	✗
		Born or adopted 1 Jan 83 to 30 June 06 (not naturalised or registered)	✓	✗
		Born or adopted after 1 July 2006 (not naturalised or registered)	✓	✗
		When you have been naturalised or registered as British	✓	✗
3	Lost and stolen	Lost or stolen replacement	✓	✗
4	Damaged	Damaged passport replacement	✓	✓ Previous damaged passport
5	Extension	Extension	✓	✓
6	Changes to a British passport	Name change	✓	✓
		Photo change	✓	✓
7	Change from British Overseas Territories citizenship to British citizenship	Born before 1 January 1983	✓	✓ Your previous British Overseas Territories citizen passport
		Born between 1 January 1983 and 30 June 1986	✓	✓ Your previous British Overseas Territories citizen passport
		Born on or after 1 July 2006	✓	✓ Your previous British Overseas Territories citizen passport
8	Other British national to British citizen		✓	✓ Your previous British national or subject passport

	Full birth or adoption certificate	Certificate of registration/naturalisation	Parents' documents	Grandparents' documents	Change of name documents	Other requirements
	X	X	X	X	X	Check table D
✓	See table B if you were born or adopted overseas	X	See table B if you were born or adopted overseas	X	Check table C	Check table D
✓	See table B if you were born or adopted overseas	X	See table A if you were born or adopted in the UK. See table B if you were born or adopted overseas	✓ See table D	Check table C	Check table D
✓	See table B if you were born or adopted overseas	X	See table A if you were born or adopted in the UK. See table B if you were born or adopted overseas	✓ See table D	Check table C	Check table D
	X	✓	X	X	Check table C	Check table D
	X	X	X	X	Check table C	Check table D
	X	X	X	X	Check table C	Check table D
	X	X	X	X	Check table C	Check table D
	X	X	X	X	Check table C	Check table D
	X	X	X	X	Check table C	Check table D
✓		✓ Or a birth or adoption certificate	X	X	Check table C	Check table D
✓		✓ Or a birth or adoption certificate	✓ Or a certificate of registration or naturalisation as either a British Overseas Territory citizen or British citizen	✓	Check table C	Check table D
✓		✓ Or a birth or adoption certificate	✓ Or a certificate of registration or naturalisation as either a British Overseas Territory citizen or British citizen	✓	Check table C	Check table D
	X	✓	X	X	Check table C	Check table D

Table A

Applicants born or adopted in the UK – parents' or adoptive parents' details.

To support your claim to British nationality, please provide evidence under either 1 or 2. We need to see:

<p>1 Evidence of one of your parents' claim to British nationality at the time of your birth</p>	<ul style="list-style-type: none"> • their British passport number (provided in Section 4 of the application form) or • full birth certificate, or • certificate of registration or naturalisation, and • if this is your father, also provide his marriage certificate to your mother. (This does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions.)
<p>2 Evidence of one of your parents' immigration status in the UK at the time of your birth</p>	<ul style="list-style-type: none"> • their passport at the time of your birth, and • if this is your father, also provide his marriage certificate to your mother. (This does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions.)

Table B

Applicants born or adopted overseas – parents' or adoptive parents' details.

To support your claim to British nationality, please provide the following.

The passport you entered the UK with and the evidence shown in the table below.

<p>Born before 1 January 1983</p>	<ul style="list-style-type: none"> • Your father's birth certificate or naturalisation or registration certificate • His marriage certificate to your mother
<p>Born on or after 1 January 1983</p>	<ul style="list-style-type: none"> • One of your parents' birth certificates or naturalisation or registration certificates • If this is your father, his marriage certificate to your mother (This does not apply for those born on or after 1 July 2006.)
<p>Born abroad but adopted in the UK before 1 January 1983</p>	<ul style="list-style-type: none"> • The child's full adoption certificate • Evidence of adoptive parent's claim to British nationality by providing their UK birth or adoption, naturalisation or registration certificate • If the adoption is a joint adoption we need evidence of the adoptive father's claim to British nationality.
<p>Applicants who were adopted abroad who do not possess a naturalisation or registration certificate</p>	<ul style="list-style-type: none"> • An adoption certificate which clearly states that the adoption took place under the Hague Convention under Article 17 of the Convention on Intercountry Adoption • One adopter's claim to British nationality by providing their birth certificate or naturalisation or registration certificate • Evidence of an adopter's habitual residence in the UK (or both adopters in the case of joint adoption). Habitual residence is their normal home, the place where they have the strongest personal connections.

About grandparents: If your parents were born on or after 1 January 1983, you will also need to provide evidence of your grandparents' claim to British nationality by providing their birth certificates and, in the case of grandfathers, their marriage certificates. This does **not** apply if:

- your parents' British nationality is based on registration, naturalisation or their immigration status, or
- you have provided the number of your parents' British passports in Section 4 of the application form.

Table C

Change of name evidence

If you have changed your name by **marriage or civil partnership**, please provide:

- Marriage certificate **or**
- Civil partnership certificate

To **change the name on a child passport**, please provide:

- a signed statement saying that everyone who has parental responsibility for the child has given permission to the name change, **or**
- a court order allowing the change of name

If you are **going back to your maiden or unmarried name**, please provide:

- one document from List A
 - a signed statement saying that you now use your maiden name for all purposes
 - a birth certificate
- and either:**
- a decree absolute showing both names, **or**
 - a marriage certificate showing both names

If you want to **travel in your new name shortly after getting married or forming a civil partnership**, please provide:

- Completed PD2 form
- www.gov.uk/changing-passport-information

If you have changed your name through **gender re-assignment**, please provide:

- Gender recognition certificate

If you are **changing the spelling** of your name slightly (eg Bryan to Brian), **changing the order** your forenames appear in your passport **or dropping a forename**, you must provide either:

- one document from List A and one document from List B, **or**
- two documents from List A

For **any other change** of name you must provide:

- one piece of evidence from List A, **and**
- at least one piece of evidence from List B

List A – please provide one document which confirms your name in current use

- Tax record eg a letter from a tax authority
- Employment record eg an official letter from your employer
- Educational record eg a school report
- Letter sent to you from a central, regional or local government department
- Driving Licence
- National identity card or equivalent
- Visa or residence permit
- Medical/health card
- Voter's card
- Bank statement
- Baptism/Confirmation certificate

List B – please provide at least one document for each name change that has taken place

- Marriage certificate
- Civil partnership certificate
- Gender recognition certificate
- Enrolled deed poll
- Change of name deed signed in both your old and new names
- Certificate of naturalisation or registration
- Statutory declaration or affidavit signed in your new name
- Birth certificate (upon re-registration)
- Certificate from the Court of the Lord Lyon of Scotland

Table D

Other information

Please see www.gov.uk for more information

We may need more information in the following cases:

For children if:

- a court order is in a place relating to their care
- the child is looked after by social services, or
- the applicant is not their natural or adoptive parent.

For adults when applying for:

- a British National (overseas) passport
- a British Protected Person passport, or
- a British Subject passport.

Or when:

- your claim to British nationality is based on your parents' Crown or Community Service
- you want to have your title shown in your passport, or
- you are changing the gender on your passport.

• **Unable to sign:** If the applicant can't sign the declaration, the person who fills in the form on their behalf must provide a letter explaining why they have done so

• **Extension:** If your passport was restricted because you could not provide all the documents we need, please also send in the documents that were missing from your original application.