

## **U.K. PASSPORT RENEWAL:** **APPLICANTS 16 & OVER**

### **IMMIGROUP ORDER FORM**

### **INSTRUCTIONS**

Read all instructions and follow carefully

1. Please complete your U.K. Passport Renewal application and have two photos taken and signed by a guarantor. (Photo specification page included in kit).
2. Fax us your U.K. Passport Renewal application, a copy of the identity page in your expired passport and if applicable; a copy of your driver's license, a copy of your health card, proof of paid travel (if applicable), and this order form to **416-640-2650**
3. We will call you to confirm the receipt of your fax and discuss your case.
4. When instructed to do so, please send in all the required documents on the checklist to **1180 DANFORTH AVE. TORONTO, ON M4J 1M3**
5. Once we have received your new passport from the U.K. Embassy, we will contact you to arrange delivery.

### **FEES AND PROCESSING TIMES**

**\$54.25**

\$225 service fees

\$29.25 HST (harmonized sales tax)

\$2\*0 passport fees (These fees include courier costs and may change without notice)

**Average processing times are 6-8 weeks.**

### **DOCUMENT CHECKLIST**

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

**U.K. PASSPORT APPLICATION FORM (C1)**  
-Duly completed and signed

**IMMIGROUP ORDER FORM**

**2 U.K. PASSPORT PHOTOS**  
-1 photo must be signed by guarantor

**ORIGINAL EXPIRED PASSPORT**  
-If you have lost your passport please complete the 'Lost or Stolen Passport Notification' form.

**If the last passport you held has been expired for over 3 years, you must also include the following documents:**

**ORIGINAL BIRTH CERTIFICATE**

**COPY OF AS MANY OF THE FOLLOWING DOCUMENTS THAT APPLY:**

-drivers license  
-landing document  
-health card

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

**Not yet a citizen of Canada?**

**Call us today to apply: 1866-760 2623**

### **CREDIT CARD INFORMATION**

We accept Visa, Mastercard, American Express, and bank transfers

Cardholder name

Card number

Expiry (mm/yy)

CWV 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 <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

**SIGN HERE:**

Please complete **Passport Holder's name** (and use black ink and capital letters, if handwriting)

SURNAME: \_\_\_\_\_

FORENAMES: \_\_\_\_\_



# Application for United Kingdom Passport for applicants Aged 16 or over (FORM C1)

**Do NOT use this application form if:**

- You are under 16 – use Form C2;
- You are a British National (Overseas) (usually those who have a connection with Hong Kong who are eligible for BN(O) status should use Form BNO-A);
- You are applying for a gratis war veteran passport (those who were born before September 1929 and are otherwise eligible for such a passport should use an Identity and Passport Services (IPS) Form SE04;
- If you intend to make the application in the UK use IPS forms SE04.

## COMPLETION OF THIS APPLICATION FORM

Use this application form if you are applying for a United Kingdom passport abroad and are a British Citizen, British Overseas Territories Citizen, British Overseas Citizen, British subject or British protected person. Passport application forms and further details concerning passport applications to be made abroad can be obtained from [www.fco.gov.uk](http://www.fco.gov.uk), a British Embassy, or other British consular section.

**A non - refundable fee is payable at the time of applying. Where the new passport is to be sent to you by post, or courier please send the appropriate postal charges (including registered post fee) with the remittance.**

If you were born before 1 September 1929, the IPS offer a gratis "war veteran" passport. We can forward application Form SE04 on your behalf, but you will need to use the IPS application form available from our offices. If you apply for a gratis "war veteran" passport please allow 6-8 weeks, as these applications are processed by IPS in the UK.

Dual nationality: if you possess the nationality or citizenship of another country, you may lose this when you acquire a British passport. Please check with the authorities of the other country before making your application.

Wherever possible, please submit this application, whether by post or in person, at least 4 weeks before you need the passport, and at least 6 weeks if you have not previously held a British passport. Do not make arrangements for travel before you have your new passport. If your passport is due to expire, we strongly advise that you apply for a replacement passport. You can apply for a replacement passport any time before your existing passport expires and we can add up to 9 months validity from your current passport to your new one.

### DATA PROTECTION

Information contained in this form and on the passport record to which this application relates may be passed to other government departments and agencies and law enforcement agencies for the purpose of checking your application and in the subsequent use of any passport issued as a result of this application.

There is a separate sheet of Notes (Notes for Form C1) to help you complete this application form. Please refer to these whenever this application form tells you to, and follow the symbols, e.g # to **INTERPRETATION for definitions**.

Your application may be delayed if you do not enclose the necessary documents or fee, do not complete all of the sections as indicated or if you send photographs that do not meet our requirements.

Are you happy to be contacted for feedback on our Passport Service?

### Type of service required

If you have one, you should submit your previous British passport with this application.

Please tick the following box(es) as appropriate. This is:

- A** your first standard UK passport or a replacement for a standard UK passport that is lost, stolen or otherwise unavailable  
..... **First Passport**  **Lost/Stolen/Unavailable**
- B** the renewal of your existing standard UK passport .....
- C** change of name on marriage, civil partnership, divorce or other .....
- Do you wish to apply for a 48 page passport? .....  (See Note 8)

Please initial here

Next action

**THE SPACE BELOW IS FOR OFFICIAL USE ONLY**



Please use black ink and capital letters, if handwriting.  
Write all dates using the format dd/mm/yyyy

# 1a APPLICANT

Please complete Passport Holder's name:

Mr  Mrs  Miss  Ms  Other (Please state)

Surname

Forenames

If applicable maiden name

Age last birthday Sex: Male  Female

Delivery address (see note 13 - if residential address is different, please enter in section 7)

Street name/number:

Town/City:

State/Province:

Post code/ZIP code:

Country:

Daytime telephone no. (mobile no. if possible)

+

Email address

Town of birth

Country of birth

Date of birth

Have you changed your name by marriage, civil partnership, divorce, adoption or Deed Poll? Yes  No

What were your previous forenames?

What were your previous surnames?

Were you born in a foreign country and your birth registered at a British Consulate? Yes  No

Name of British Consulate

Date of registration

**1b** Were you naturalised or registered as a British subject, citizen of the United Kingdom and Colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person? Yes  No

See Note 1 and then complete details of citizenship documents

Certificate number:

Place and date of issue:

Reference number: Section:

Go to Section 2

**2** Were you born in the United Kingdom after 31 December 1982? Yes  No

Were you born outside the United Kingdom\* or qualifying territory<sup>II</sup>? Yes  No

Go to Section 3

See Notes 2 and 3 and then complete this section

## PARENTS

### Father's# details

His full name, surname first

His town and country of birth

His date of birth

His citizenship **at the time of your birth**, and if he was not a British citizen, his immigration status in the United Kingdom\*

### If he has a British passport give:

Number of passport

Place and date of issue

If he became a British subject, citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person by naturalisation or registration give:

Number of his citizenship document

Place and date of issue

### Mother's^ details

Her full name, surname first

Her town and country of birth

Her date of birth

Her citizenship **at the time of your birth**, and if she was not a British citizen, her immigration status in the United Kingdom\*

### If she has a British passport give:

Number of passport

Place and date of issue

If she became a British subject, citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person by naturalisation or registration give:

Number of her citizenship document

Place and date of issue

### If applicable, Parents' marriage

Date of marriage

Place of marriage

If neither parent was born in the United Kingdom\* or a qualifying territory<sup>II</sup> or naturalised/registered as a British national, please give town, country and date of birth of all four grandparents in Section 7 and then return to Section 3.

Please initial here

Go to Section 3

### 3a Are you a married, widowed or divorced woman whose claim to British nationality is through marriage to a British man?

Yes  No

See Note 4 then complete this section

#### Marriage

If applicable town and country of marriage

Date of marriage

#### Husband's details (includes former or late husband)

His full name, surname first

His town and country of birth

His date of birth

His nationality

If applicable

Date of divorce

Date of death

### 3b Was your husband born outside the United Kingdom\*?

Yes  No

Did he become a British subject, by his own naturalisation or registration?

Yes  No

Number of his citizenship document

Place and date of issue

Did he become a British subject, by descent through his father?#

Yes  No

Father's# full name, surname first

Father's# town and country of birth

Father's# date of birth

Did his father# acquire his British nationality by naturalisation or registration?

Yes  No

Number of father's# citizenship document

Place and date of issue

Have you been married more than once?

Yes  No

Please give details, as above, in respect of each of your husbands in Section 7 and then return to Section 4

### 4 Previous Passports See Note 5

Have you had any sort of passport or travel document before or been included in one? Yes  No

Is this passport submitted for renewal or travel document attached? Yes  No

Previous passport number/s

Issued by:

(please enter further details in section 7)

### 5 If not give details of previous passport which has been lost, stolen or is not available. You may also need to complete an LS01 Form. See note 6

Passport number:

Issued by/year:

Your name at the time of issue

How the passport was lost/stolen or why it is not available

Date and place of loss/theft

When the loss was reported to the police, and where

Have you lost or had a British passport stolen before? Yes  No

Please give details in Section 7 and then return to Section 6

### 6 EMERGENCY CONTACTS Important must be completed by all applicants

Please give the names of two relatives or friends who can be contacted if you meet with an accident. This information will only be used in an emergency.

Name

Address

Tel. number

Relationship (if any)

Name

Address

Tel. number

Relationship (if any)

Go to section 8

Please initial here

7

**Other information – please continue on the last page of this form**

Blank lines for providing other information.

8

**Undertakings**  
To be signed by all applicants

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

- 1 I have made no other application for a passport, other than that stated above.
- 2 I do not hold a valid Certificate of Entitlement to the Right of Abode.
- 3 This application does not break the terms of any court order in any jurisdiction.
- 4 (delete if not appropriate) If the passport mentioned in **Section 5** comes again into my possession, I will return it immediately to a British passport issuing authority.
- 5 I do not owe money to Her Majesty's Government for repatriation or similar relief.
- 6 I have not been adopted outside the United Kingdom\* or a qualifying territory<sup>II</sup>, except as mentioned in **Section 7**.
- 7 I am a; British citizen or  
British Overseas Territories citizen or  
British Overseas citizen or  
British subject or  
British protected person  
  
and I have not lost or renounced this status.
- 8 I, or the person named in **Section 1a** of this application (if different), understand that by voluntarily applying for a British passport, I may lose my citizenship of another country.
- 9 All information given in this application is correct to the best of my knowledge and belief.
- 10 I have read both the Notes for this form and the caution below and fully understand the consequences of my actions in applying for a passport.

NB. When signing this application form I am in . . . . . (country)

Sign in box

Date

Large empty box for signature.

**IMPORTANT - KEEP WITHIN BORDER.**  
Failure to comply with this instruction will invalidate the application.

**Go to Section 9**

9

**Countersignature. THIS SECTION MUST BE COMPLETED BY THE COUNTERSIGNATORY.**

**By countersigning this application, you agree to us checking passport records to confirm your countersignature. See Note 7**

- 1 Please read the CAUTION below
- 2 Endorse the back of the photograph by writing 'I certify that this is a true likeness of (insert name of applicant)' and add your signature, and the date on which the likeness was compared. Read what the applicant has put on this form, and
- 3 Complete the following in ink and capital letters.

I, (insert your full name)

certify that the applicant (whose signature appears in Section 8) has been known personally to me for  years, and that to the best of my knowledge and belief the facts stated on this form are correct.  
I am a British Citizen/Citizen of (insert country)

**SIGN**

Profession (and professional qualifications)

Name of firm, business address or official stamp (if applicable)

Current British passport number (if applicable)

Daytime telephone number

Date

**Checklist**

**When you have completed the form**

Please check that you have enclosed all of the following:-

Photographs (one certified on back)–**See Note 9** .....

Fee–**See Note 10**

**Fees are not refundable** .....

Documents–**See Note 11** .....

and remember to sign the form **at Section 8 'Declaration'**

**It is IMPORTANT that all applicants read notes**

**FOR OFFICIAL USE ONLY**

Large empty box for official use.

**CAUTION**

**You are warned that the making of an untrue statement for the purpose of procuring a passport is a criminal offence. A check may be made on the authenticity of countersignatories. The application should not be countersigned until the form has been completed, signed and dated by the applicant.**



## U.K. PASSPORT PHOTOS: SPECIFICATIONS

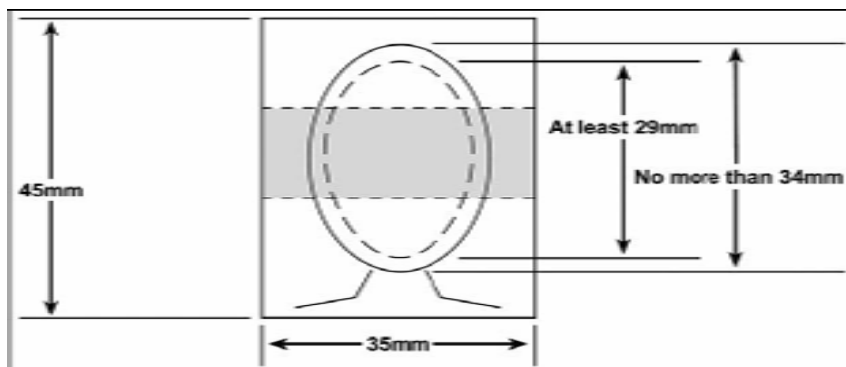
(TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER)

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


# 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 **0870 521 0410** or visit our website at **www.passport.gov.uk** for further information.

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

Surname on passport

Forename(s) on passport

Date of birth

Town of birth

Country of birth

Passport number  Was the passport issued in the UK? Yes  No  Date of issue

Lost  Stolen  Other

If Other please supply details

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

## 02

### Current details - only fill in if different to Section 01

Current title

Current surname

Current forename(s)

## 03

### Details of where and when lost/stolen passport last seen

Date of loss/theft

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

Country of loss/theft

Postcode of loss/theft

Circumstances of loss/theft

04

**Police Report**

The police must be notified of passport loss or theft in the UK. Passports lost or 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.

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 UK Passport Service (UKPS) 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 UKPS 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).