

# U.K. Passport: Application for Applicants who were 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 this Order Form, as well as the attached UKM Form
2. Fax us the above two forms, the identity page of your passport, your birth certificate, your mother's birth certificate and her valid or expired UK passport. Please fax the above 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 your application is processed and approved by the government, you will be scheduled to attend an Oath of Citizenship ceremony at the nearest UK consulate in Canada

### DOCUMENT CHECKLIST

Include the following documents with your application:

- IMMIGROUP ORDER FORM (THIS PAGE)**  
-Duly completed and signed
- UKM APPLICATION FORM**  
-Duly completed and signed
- APPLICANT'S ORIGINAL FULL BIRTH CERTIFICATE SHOWING MOTHER'S FULL NAME**
- APPLICANT'S ORIGINAL VALID PASSPORT**
- MOTHER'S ORIGINAL FULL UK BIRTH CERTIFICATE**
- MOTHER'S ORIGINAL VALID OR EXPIRED PASSPORT**

### FEES AND PROCESSING TIMES

**\$1105.87**

\$599 service fees

\$77.87 HST (harmonized sales tax)

\$429 passport + courier fees

**\$140 Oath of Citizenship fee is due at the ceremony and is not included in the above price.**

**Average processing times are 6-9 months.**

### CREDIT CARD INFORMATION

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

Cardholder name

Card number

Expiry (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 <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:



Home Office

**UK Border  
Agency**

## **FORM UKM**

Application for registration as a British citizen by a person  
born before 1983 to a British mother

November 2010





**Details of your mother's parents if relevant (see page 4 of the guide)**

**1.27** Your grandfather's name

**1.28** Your grandfather's town and country of birth

**1.29** Your grandfather's nationality

**1.30** Your grandfather's date of birth


State how your grandfather acquired British nationality. If this was by registration or naturalisation, give the certificate number.

**1.31** Your grandmother's full name & maiden name

**1.32** Your grandmother's town and country of birth

**1.33** Your grandmother's nationality

**1.34** Your grandmother's date of birth


State how your grandmother acquired British nationality. If this was by registration or naturalisation, give the certificate number.

**1.35** If you were settled in the United Kingdom before 1 January 1983 and had been ordinarily resident in the United Kingdom for at least 5 years, please give details

Date residence started

Day			Month			Year				
-----	--	--	-------	--	--	------	--	--	--	--

Date residence ended

Day			Month			Year				
-----	--	--	-------	--	--	------	--	--	--	--

Date you became settled (i.e. date you were given indefinite leave to enter or remain in the United Kingdom)

Day			Month			Year				
-----	--	--	-------	--	--	------	--	--	--	--

If you are a woman who married a man with the right of abode in the United Kingdom before 1 January 1983, please give details even if you are no longer married to that man.

**1.36** Husband's full name

**1.37** Husband's date of birth

Day			Month			Year				
-----	--	--	-------	--	--	------	--	--	--	--

**1.38** Husband's place and country of birth

**1.39** Husband's nationality at time of the marriage (if he was a citizen of the United Kingdom and Colonies, state how he acquired this status. If by naturalisation or registration, please give the certificate number and the date and place of issue)

**1.40** Date of marriage

Day			Month			Year				
-----	--	--	-------	--	--	------	--	--	--	--

# Section 2: Good Character Requirement

In this section you need to give information which will help the Home Secretary to decide whether he 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 is your occupation?

2.2 ✓ Are you                      An employee?     A business partner?     Self-employed?     A director?

2.3 Name of employer or business

2.4 Address of employer or business

2.5 Address of tax office or tax office reference

**Criminal Convictions: Civil Judgements.**

2.6 Do you have any criminal convictions **in the UK or any other country** (including traffic offences or Anti Social Behaviour Orders (ASBOs)), fixed penalty notices or any civil judgements made against you?                      Yes                       No

*If you have answered Yes to question 2.6 above, please give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on a separate page. Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed (see guide page 7). If you have answered No please go to question 2.7*

*Information may be checked with other agencies.*

**First sentence**

Nature of offence	
Date sentenced	
Sentence given	
Country where sentenced	

**Second sentence**

Nature of offence	
Date sentenced	
Sentence given	
Country where sentenced	

**2.7** Are your details recorded by the police in respect of certain sexual offences (i.e. 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

**2.8** Have you ever been charged or indicted **inside or outside the United Kingdom** with a criminal offence for which you have not yet been tried in court?

Yes  No

**2.9** Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide?

Yes  No

**2.10** To your knowledge have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide?

Yes  No

**2.11** Have you ever been involved in financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism **either within or outside the UK** or 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

**2.12** Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character (see also page 9 of the guide)?

Yes  No

*If you have answered yes to any of the questions 2.7 - 2.12 above please give details in the space provided below.*

**Question 2.7 - 2.12 further details**

# Section 3: Referees and Identity

This part is to be filled in by your referees after you have fixed a photograph of yourself aside. Your referees should read page 9 of the guide to confirm that they are eligible. Checks will be carried out to ensure that the referees meet the requirements below and their signatures are genuine, and we may contact them as part of our enquiries.

Affix  
passport  
size photo  
See page 9  
of the guide

Name of applicant

**3.1** One referee should be a person of any nationality who has professional standing, e.g. minister of religion, civil servant, or a member of a professional body e.g. accountant or solicitor (who is not representing you with this application). The other referee must normally be a holder of a British citizen passport and either a professional person or over the age of 25 (but see also page 9 of the guide).

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 during the last 10 years (unless conviction has become spent under the Rehabilitation of Offenders Act 1974);
- they have known the applicant personally for more than 3 years;
- they are willing to give full details of their knowledge of the applicant;
- they will advise the Home Office of any reason why the applicant should not be naturalised.

### 1st 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.

**3.2** Say how you know the applicant, and state your age and profession

**3.3** 1st Referee full name

**3.4** Sex      Male       Female

**3.5** Address

If you have been at this address for less than 3 years please list previous addresses on a separate sheet.

**3.6** Daytime telephone number

**3.7** email address

**3.8** Current British citizen passport number (if any)

I understand that I may be liable for prosecution resulting in a penalty of up to 3 months imprisonment or a fine not exceeding £5,000 or both if I knowingly or recklessly make a false declaration.

Signature of referee

Date

### 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.

**3.2** Say how you know the applicant, and state your age and profession

**3.3** 2nd Referee full name

**3.4** Sex      Male       Female

**3.5** Address

If you have been at this address for less than 3 years please list previous addresses on a separate sheet.

**3.6** Daytime telephone number

**3.7** email address

**3.8** Current British citizen passport number (if any)

I understand that I may be liable for prosecution resulting in a penalty of up to 3 months imprisonment or a fine not exceeding £5,000 or both if I knowingly or recklessly make a false declaration.

Signature of referee

Date

# Section 4: 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 £5,000 or both. (Section 46(1) of the British Nationality Act 1981, as amended).

**4.1** 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 & Customs to provide the UK Border Agency with any 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 & Customs in connection with this application may be used by them for the purpose of their statutory functions.

I authorise the UK Border Agency to make enquiries of

- the Insolvency Service (England and Wales)
- the Accountant in Bankruptcy (Scotland)
- the Official Receiver (Northern Ireland)
- other appointed Receiver concerning my declaration of bankruptcy.

I agree that the relevant body may disclose personal information obtained as part of their statutory function.

**4.2** ✓ I confirm that I have read and understood the guide to registration as a British Citizen ➤

**4.3** ✓ I confirm that I have enclosed the appropriate ceremony fee and payment slip ➤

**4.4** ✓ I confirm that I have enclosed the appropriate documents ➤

**4.5** ✓ 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. ➤

**4.6** 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. You are recommended to read the guide, particularly those sections on how to qualify.

**Signature**

**Date**





Home Office

# UK Border Agency

## GUIDE UKM

Registration as a British citizen – A guide for certain persons born before 1983 to British mothers

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The law covering registration is set out in the British Nationality Act 1981 and the regulations made under it. The information given here is meant only as a brief guide to the law and to the Home Secretary's policy. It is not a comprehensive statement of either the law or the policy.

# 1 Introduction to the guide

Becoming a British citizen is a significant life event. Apart from allowing you to apply for a British citizen passport, British citizenship gives you the opportunity to participate more fully in the life of your local community.

For your application to succeed you will need to show that you satisfy a number of requirements that are set out in British nationality law. This guide aims to help you to make a successful application. It will also help you to prepare for British citizenship. It tells you what information to put into each section of the application form and which documents you need to supply.

The first chapter of this guide summarises the legal requirements for applying for registration.

It is important that you take care in completing the form and in making sure that you satisfy the requirements for registration. You also need to make sure that you have paid the correct fee (see the fees leaflet supplied separately). If you pay by cheque you should ensure that you have sufficient funds available. **Please do not send cash, transcash or postal orders.** We will also accept credit/debit card payment. **If you do not pay the correct fee your application will be returned to you unprocessed.**

Before continuing with your application, you should be aware that under the nationality laws of some countries a person will automatically lose their nationality if they become a citizen of another country. If you have any questions about this, you should ask the authorities of the country of which you are a citizen through their Embassy or High Commission before making your application. If the country of which you are currently a citizen continues to recognise you as one of its citizens you may continue to be subject to the duties of citizens of that country when you are in its territory. This may include obligations to undergo military service.

The law covering registration is contained in the British Nationality Act 1981 and the regulations made under it. This guide is intended to help you to apply. It is not a complete statement of the law or policy. Other information about citizenship and immigration is available on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

# 2 The requirements you have to meet and the citizenship you will acquire if your application is successful

## The requirements

You will be entitled to registration if:

- you were born before 1 January 1983; **and**
- you would have become a citizen of the United Kingdom and Colonies by descent if women had been able to pass on citizenship to their children in the same way as men at the time of your birth; **and**
- had you become a citizen of the United Kingdom and Colonies, you would then have had the right of abode in the United Kingdom; **and**
- the Secretary of State is satisfied that you are of good character.

**Please note:** it is important that you meet **all** of these requirements.

The law has been written in this way to ensure that only those who would have become British citizens automatically on 1 January 1983, had women been able to pass on citizenship before that date now have an opportunity to become British citizens by registration.

A lot of applications fail because the person meets the second of the above requirements but not the third.

There is no registration option for people who would have become British Overseas citizens or British Dependent Territories citizens on 1 January 1983 if women had been able to pass on citizenship before that date and who, as a result, might now have had entitlements to British citizenship under other provisions.

## Notes:

**A.** *You will meet the second requirement if at the time of your birth:*

*(a) your mother was:*

- *born, adopted, naturalised or registered in the United Kingdom and Colonies; or*
- *a British subject before 1 January 1949 and was born in a British protectorate, protected state or United Kingdom trust territory; or*

*(b) your mother was, at the time of your birth, a citizen of the United Kingdom and Colonies and:*

- you were born, or your mother was born, in a British protectorate, protected state, mandated territory or trust territory or in any foreign place in which British subjects came under British extraterritorial jurisdiction; or*
- you were born in a non-Commonwealth country and your birth was registered, within one year of its occurrence, at a British consulate; or*
- your mother was in Crown service under the United Kingdom government at the time of your birth; or*

(iv) you were born in a Commonwealth country whose citizenship law had been the subject of an order under section 32(8) of the British Nationality Act 1948, but did not become a citizen of that country at birth.

NB - This only applies if you were born in Ceylon/Sri Lanka.

**B. You will meet the third requirement if:**

(i) your **mother** was, at the time of your birth, a citizen of the United Kingdom and Colonies by birth, legal adoption, naturalisation or registration\* in the United Kingdom, Channel Islands or Isle of Man; or

(ii) one of your **mother's** parents (the definition of "parent" here excludes the father, but includes the mother, of an illegitimate child) was a citizen of the United Kingdom and Colonies by birth, legal adoption, naturalisation or registration\* in the United Kingdom, Channel Islands or Isle of Man at the time of her birth; or

(iii) one of your **father's** parents (the definition of "father" and "parent" excludes the father of an illegitimate child) was a citizen of the United Kingdom and Colonies by birth, legal adoption, naturalisation or registration\* in the United Kingdom, Channel Islands or Isle of Man at the time of his birth; or

(iv) you were resident in the United Kingdom for a continuous period of 5 years before 1983 and had become settled in the United Kingdom by the end of that 5 year period; or

(v) you are a woman who, before 1 January 1983, was or had been married to a man with the right of abode in the United Kingdom.

\*NB registration does not include registration on the basis of a marriage on or after 28 October 1971 to a citizen of the United Kingdom and Colonies

**The citizenship you will acquire**

All successful applicants will become British citizens *by descent*. As a British citizen *by descent* you will not normally be able to pass on British citizenship to any children born outside British territory.

If you are resident in the United Kingdom, you may therefore wish to apply for naturalisation. This would give British citizenship *otherwise than by descent*, which would mean that you could pass on that citizenship to any children born abroad to you after naturalisation.

Further information about the requirements for citizenship can be obtained from the Liverpool Contact Centre:

**Email: [ukbanationalityenquiries@ukba.gsi.gov.uk](mailto:ukbanationalityenquiries@ukba.gsi.gov.uk)**

**Tel: 0845 010 5200**

- If you are in the Channel Islands or Isle of Man you should contact the Lieutenant-Governor's office.
- If you are in a British overseas territory, contact the Governor's office.
- If you are elsewhere overseas, contact the nearest British Consulate or High Commission.

# 3 How to fill in the application form

Please ensure that your names and other particulars on the form are written clearly and in BLOCK LETTERS using black or blue-black ink. Problems can arise if the information you give is difficult to read or is incorrect. Also, please make sure that the information you give on the application form is correct before you make the application. (It is a criminal offence to give false information knowingly or recklessly). If your application is successful, your names and some other particulars will go on your certificate of registration and can only be changed in exceptional circumstances.

Information you give us will be treated in confidence, but may be disclosed to other Government Departments and agencies, local authorities and the police to enable them to carry out their functions. We may also consult some of these organisations with the information when carrying out enquiries concerning your application.

## **SECTION 1: PERSONAL INFORMATION**

These sections must be completed in all cases as fully as possible. If you are applying at the same time as your husband or wife or civil partner, you should each complete separate application forms.

Your name at birth must be given on the application form, for identity purposes, but may be omitted from your certificate of British citizenship if you have a special reason for requesting this - for example because you were adopted or are no longer living in the gender you were considered to have at the time of your birth.

NB - Place and country of birth names shown on the certificate will be names in current acceptable use (and will be in English where an English version exists.)

### **Parts 1.27 to 1.40 – Details of maternal grandparent(s)/husband/residence in the United Kingdom**

These sections only need to be completed where relevant (see Note B in Part 1 of this guide and Part 3).

If an agent (e.g. solicitor) is representing you, and you wish all correspondence to go through your agent, please put the name, address and telephone number in Part 1.14 to 1.17. Unless you are being represented by a private individual, it is the agent's business name, telephone number, etc., which you should put here.

### **OISC and Immigration Advice**

Immigration or nationality advisors acting in the course of business (whether paid or unpaid) are regulated by the Office of the Immigration Services Commissioner (OISC), an independent body. The provision of such advice is prohibited unless a person works for an organisation registered with, or exempted by, the OISC or is authorised to practise (like solicitors and barristers) by a designated professional body.

Certain categories (e.g. public health bodies) are exempted from the regulatory scheme by Ministerial Order. It is a criminal offence to provide advice or services in contravention of the regulatory scheme.

Further information about the regulatory scheme can be obtained from:

Office of the Immigration Services Commissioner  
5th Floor, Counting House, Tooley Street, LONDON SE1 2QN  
Tel: 020 7211 1500 Fax: 020 7211 1553

A full list of OISC regulated advisers is available on its website at [www.oisc.gov.uk](http://www.oisc.gov.uk)

If your application is approved, you will need to take part in a citizenship ceremony. The venue will normally be within a local authority area near where you live. If you want the ceremony in another area you should enter the name and address of that local authority office including the postcode.

Successful applicants are exempted from ceremonies rarely and then only if they are physically unable to attend or if their mental state would make it inappropriate to attend. If you wish to be exempted you should say why on a separate piece of paper and provide supporting evidence.

## **SECTION 2: GOOD CHARACTER**

To be considered of good character you should have shown respect for the rights and freedoms of the United Kingdom, observed its laws and fulfilled your duties and obligations as a resident of the United Kingdom. Checks will be carried out to ensure that the information you give is correct.

If you are not honest about the information you provide and you are registered on the basis of incorrect or fraudulent information you will be liable to have British citizenship taken away (deprivation) and be prosecuted. It is a criminal offence to make a false declaration knowing that it is untrue.

Among the duties and obligations, which you are expected to fulfil, if you live in the United Kingdom, is payment of income tax and National Insurance contributions. We may ask H.M. Revenue & Customs for confirmation that your tax and National Insurance affairs are in order. When you sign the application form you will be giving your consent for us to approach them.

2.1-2.5 If you do not pay income tax through PAYE you must demonstrate that you have discharged your obligations towards the H.M. Revenue & Customs, by attaching your most recent Self Assessment Statement of Account.

2.6 You must give details of all civil judgements which have resulted in a court order being made against you. If you have been declared bankrupt at any time you should give details of the bankruptcy proceedings. Your application is unlikely to succeed if your bankruptcy was due to you being reckless or irresponsible in your financial affairs.

You do not need to give details of family law proceedings such as divorce decrees, dissolved civil partnerships, guardianship orders, parental responsibility orders etc.

You must give details of all criminal convictions either within or outside the United Kingdom. These include road traffic offences. Fixed penalty notices must also be declared along with drink driving offences.

You do not have to give details of any offences which are “spent” under the Rehabilitation of Offenders Act 1974. Under that Act certain convictions may be regarded as “spent” in the United Kingdom after certain periods of time from the date of conviction if you have not been convicted of other offences during that time. “Spent” means that it will be ignored. A leaflet about this called “Wiping the Slate Clean” is available from the Home Office, Direct Communications Unit, 2 Marsham Street, LONDON SW1P 4DF.

Criminal record checks will be carried out in all cases. If you have a conviction which is not yet “spent” under the Rehabilitation of Offenders Act 1974, an application for citizenship made now is unlikely to be successful. We would therefore advise you to wait until the end of the rehabilitation period before making an application. We will normally disregard a single conviction for a minor offence resulting in a bind over, conditional discharge or relatively small fine or compensation order, if a person is suitable for citizenship in all other respects. If you have received more than one fixed penalty notice in the last 12 months you

application is unlikely to be successful “Minor offences” includes low-level speeding or other “regulatory” offences. Offences involving dishonesty (e.g. theft), violence or sexual offences are not classed as minor offences. Drink-driving offences, driving while uninsured or disqualified are not minor offences either.

The following table gives examples of sentences and rehabilitation periods. In calculating the spent period it is the prison sentence that counts, not the time served, and a suspended sentence counts as if it were a prison sentence.

If you have a conviction which is not spent you are unlikely to be registered, as the Home Secretary would not be satisfied that you are of good character. An application would fail. Similarly if you have been charged with a criminal offence and are waiting trial or sentencing, you are advised not to make any application until the outcome is known. If you are convicted, you should then consult the table of sentences and rehabilitation periods below.

- 2.7 You must say if your details have been recorded by the police as a result of certain sexual offences, or if you are subject to one of the following orders: notification order, sexual offences prevention order, foreign travel order, risk of sexual harm order (or any equivalent order issued in a British overseas territory or elsewhere). If your details are recorded on the “sex offenders register”, even if any conviction is spent, the Home Secretary is unlikely to be satisfied that you meet the good character requirement, and so an application for citizenship is unlikely to be successful.

## HOW WILL A CONVICTION AFFECT YOUR APPLICATION

Sentence	Rehabilitation Period
A sentence of imprisonment or corrective training for a term exceeding 30 months <u>or</u> preventive detention <u>or</u> detention during Her Majesty’s pleasure <u>or</u> imprisonment or detention for public protection.	This will not become “spent”
Imprisonment or youth custody for 6 months to 30 months	10 years*
Imprisonment or youth custody for 6 months	7 years*
Fine†, community order	5 years*
Bind over, conditional discharge	One year, or when the order ceases to have effect, whichever is the later
Absolute discharge	6 months
Driving disqualification	Once the disqualification has ceased

\*all halved if the person is under 18 when convicted.

† a fine includes a fixed penalty notice/Scottish fiscal fine which has been registered with a court due to non-payment or upheld by a court on appeal.

## **WHAT IF YOU HAVEN'T BEEN CONVICTED BUT YOUR CHARACTER MAY BE IN DOUBT?**

- 2.8 You must say if there is any offence for which you may go to court or which is awaiting hearing in court. This includes having been arrested for an offence and waiting to hear if you will be formally charged. If you have been arrested and not told that charges have been dropped, or that you will not have to appear in court, you may wish to confirm the position with the police. For applicants from Scotland any recent civil penalties must also be declared. You must tell us if you are arrested or charged with an offence after you make your application and while the application is under consideration. You risk prosecution under section 46 of the British Nationality Act 1981 if you do not do so.
- 2.9-2.11 You must also say here whether you have had any involvement in terrorism. If you do not regard something as an act of terrorism but you know that others do or might, you should mention it. You must also say whether you have been involved in any crimes in the course of armed conflict, including crimes against humanity, war crimes or genocide. If you are in any doubt as to whether something should be mentioned, you should mention it.

For the purpose of answering questions 2.9 to 2.11 the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes. This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following web-site: <http://www.hmsso.gov.uk/acts/acts2001/20010017.htm> Alternatively, copies can be purchased from The Stationery Office, telephone 0870 600 5522.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

### **Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group.

### **Crimes against Humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

### **War Crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

2.12 You must say whether you have been involved in anything which might indicate that you are not of good character. You must give information about any of these activities no matter how long ago this was. Checks will be made in all cases and your application may fail if you make an untruthful declaration. If you are in any doubt about whether you have done something or it has been alleged that you have done something which might lead us to think that you are not of good character you should say so.

You must tell us if you have ever practised deception in your dealings with the Home Office or other Government Departments (e.g. by providing false information or fraudulent documents). This will be taken into account in considering whether you meet the good character requirement. If your application is refused, and there is clear evidence of the deception, any future application made within 10 years is unlikely to be successful.

You must also tell us if you have any children who have been convicted of an offence or who have received a court order (e.g. an ASBO). We will then consider if there are indications that you may have been complicit in their activities or particularly negligent in ensuring their good behaviour, and whether this reflects on your own ability to meet the good character requirement.

### **SECTION 3: REFEREES AND IDENTITY**

Your application must be endorsed by two referees and a recent passport size photograph stapled or clipped into the space provided. The photograph must show the whole of the front of your face in reasonable light. It should not show your face wholly or partly concealed by your hair (beards, sideburns and moustaches excepted) or by a scarf or traditional dress. It should not show you wearing dark glasses or a hat, hood, cap or scarf.

Each referee should have known you personally for at least 3 years.

One referee should be a person of any nationality who has professional standing, such as a minister of religion, civil servant or a member of a professional body, e.g. accountant or solicitor (but not representing you with this application). A list of acceptable professional persons can be found on our website.

The other referee must normally be the holder of a British citizen passport and either a professional person or over the age of 25.

Each referee should be:

- not related to you
- not related to the other referee
- not your solicitor or agent representing you with this application
- not employed by the Home Office

We will not accept a referee who has been convicted of an imprisonable offence during the last 10 years and the sentence has not become spent under the Rehabilitation of Offenders Act 1974 - see page 7.

If you are living abroad and do not know a British citizen who is qualified to act as one of your referees, a Commonwealth citizen or citizen of the country in which you are residing may complete and sign the form, provided he/she has professional standing in that country, has known you for three years and the Consul considers his/her signature to be acceptable.

Checks may be carried out to ensure that the referees do not have unspent convictions (see page 7) and are qualified to act for you and that their signatures are genuine. It is a criminal offence to provide false information knowingly or recklessly, punishable with up to 3 months imprisonment or by a fine not exceeding £5,000 or both under section 46(1) of the British Nationality Act 1981.

Once you have two referees and they have completed Section 3 you should recheck the information you have provided and go to Section 4.

#### **SECTION 4: DECLARATION BY APPLICANT**

Read this section carefully before inserting your name clearly in box 4.1 and ticking each box at 4.2 - 4.5 to confirm the points raised.

If you meet the requirements described in this guide please sign and date the form in box 4.6. You are advised to read this guide carefully to ensure that you do satisfy all the requirements.

You must normally sign the form yourself. If you cannot sign the form you must make a mark or a fingerprint and ask one of your referees to sign saying that it is your mark or fingerprint. If the applicant is not of sound mind and you are acting on his or her behalf you should sign to indicate your responsibility for the accuracy and completeness of the information provided. You must support this by explaining, in a covering letter, who you are and why the applicant cannot act on their own behalf. Confirmation from the applicant's medical practitioner or consultant should also be provided.

**If the declaration in section 4 of the form is not completed, the application will be invalid.**

# 4 What to send with the application form

**PLEASE NOTE:** If you require your valuable documents to be returned by secure post you should enclose a pre-paid self-addressed Royal Mail Special Delivery (or Recorded Signed For delivery) envelope with your application. The pre-paid self-addressed envelope should be sufficient to accommodate the size and weight of your documents and be insured to the appropriate level for the value of your documents. If this is not enclosed your documents will be returned to you using Royal Mail 2nd class post. Please consult Royal Mail's website at [www.royalmail.com](http://www.royalmail.com) for further information.

This section tells you the sort of documents you will need to send to us to consider your application. We cannot consider your application unless we have supporting documents. **If you do not submit your application with supporting documents and the correct fee then the application will be returned to you unprocessed.**

## The Fee

The fee must be sent with the application form. Details of the current fee are available on our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or by calling the Liverpool Contact Centre on 0845 010 5200. **NB. If you do not send the correct fee, the application will be invalid.**

**Documentary evidence that (had the law been different) you would have been a citizen of the United Kingdom and Colonies.**

Please send the following documents:

- Your passport; and
- Your full birth certificate; and
- Your mother's full birth certificate; and either
- Her certificate of naturalisation or registration as a citizen of the United Kingdom and Colonies (or, before 1 January 1949, as a British subject); or
- Papers showing her legal adoption; or
- Her expired citizen of the United Kingdom and Colonies passport

If your mother was a citizen of the United Kingdom and Colonies *by descent*, and was in Crown service under the United Kingdom government at the time of your birth, please also send evidence of that service.

**Documentary evidence that (had the law been different and had you been a citizen of the United Kingdom and Colonies) you would have had the right of abode and would have become a British citizen.**

The evidence requested above may be enough to establish this. You only need to send additional evidence if your circumstances are as described in the paragraph below.

If, at the time of your birth, your mother was not a citizen of the United Kingdom and Colonies by birth, adoption, naturalisation or (as explained in the Notes in Part 1 of this Guide) registration in the United Kingdom, the Channel Islands or the Isle of Man, *but one of her parents was such a citizen at that time*, you will need to send the following evidence of this:

- Her parents' marriage certificate;
- Her father's or (as appropriate) mother's birth certificate;
- Her father's or (as appropriate) mother's certificate of naturalisation or registration as a citizen of the United Kingdom and Colonies (or, before 1 January 1949, as a British subject)

If, at the time of your birth, your mother was a citizen of the United Kingdom and Colonies but not by birth, adoption, naturalisation or (as explained in the Notes in Part 2 of this Guide) registration in the United Kingdom, the Channel Islands or the Isle of Man, *or through one of her parents having acquired it in that way*, you will need to send the following evidence:

- Passports, P60s, details of National Insurance contributions, DSS claims, employers' letters showing that you were ordinarily resident in the United Kingdom for a continuous period of 5 years before 1 January 1983 and were settled in the United Kingdom at the end of that period; or
- If you are a woman who was married at any time before 1 January 1983 to a man with the right of abode in the United Kingdom, your marriage certificate and evidence of that husband's right of abode, e.g. passport or United Kingdom birth certificate.

Please provide any translations if these are applicable. Send original documents – photocopies are not acceptable.

# 5 Where to send your application form

Once you have completed and signed the application form and enclosed the documents, you must arrange to pay the correct fee. If you are paying by debit/credit card you should complete the payment slip attached to the fee leaflet. If you are paying by cheque you should ensure that funds are available in your account. **Cash, transcash or postal orders can not be accepted.**

If your fee is paid through an account which belongs to someone else, please give their details in the space provided on the payment slip attached to the fee leaflet in case it is necessary to refund the fee.

If you are in England, Wales, Scotland or Northern Ireland, send the form with the fee and supporting documents to:

**UK Border Agency  
PO BOX 306  
Liverpool  
L2 OQN**

If you are in the Channel Islands or the Isle of Man, you should send them to the Lieutenant-Governor.

If you are in a British overseas territory, you should send them to the Governor.

If you are elsewhere, you should send them to the nearest British Consulate, Embassy or High Commission.

Once you have completed and signed the application form and enclosed the documents, you must arrange to pay the correct fee. If you are paying by debit/credit card you should complete the payment slip attached to the fee leaflet. If you are paying by cheque you should ensure that funds are available in your account. Cash, transcash or postal orders can not be accepted.

# 6 What happens next?

It is important that you take care in completing the form and in making sure that you satisfy the requirements for registration. You also need to make sure that you have paid the correct fee (see the fees leaflet). If you pay by cheque you should ensure that you have sufficient funds available. We will also accept credit/debit card payment. **If you do not pay the correct fee your application will be invalid and returned to you unprocessed.**

## WHAT YOU CAN EXPECT FROM US

Once we have received your application form we will create a computer file to track and process your application. Your application will be acknowledged. During busy times this may take up to 2-4 weeks.

The Liverpool Contact Centre will deal with any enquiries about your application once it has been made.

**Email:** [ukbanationalityenquiries@ukba.gsi.gov.uk](mailto:ukbanationalityenquiries@ukba.gsi.gov.uk)

**Telephone** 0845 010 5200

Opening times can be found on the UKBA website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

We will check your application against the documents you have sent in and make a number of enquiries. The documents may be checked to ensure their authenticity. If you provide forged or fraudulently obtained documents you may be investigated and we may press for prosecution.

If we need more documents we will write and ask you for them. We will give you three weeks to respond. If you do not respond within the time we allow you, then we will decide your application on the information we already have, but there is a risk that your application will not succeed.

We undertake to process your application quickly and in accordance with the law and agreed policy and procedures. We will deal with any enquiries courteously and promptly. **You must keep us informed of any changing circumstances including change of address or agent.**

It is important that you take care in completing the form and in making sure that you satisfy the requirements for registration. You also need to make sure that you have paid the correct fee (see the fees leaflet). If you pay by cheque you should ensure that you have sufficient funds available. We will also accept credit/debit card payment. **If you do not pay the correct fee your application will be invalid and returned to you unprocessed.**

We strive to provide a first rate service, but occasionally difficulties arise that prevent us from dealing with applications to our usual high standards. In the unlikely event that you wish to complain, details of how to make a complaint are given on page 16.

### **WAITING TIMES**

While we try to deal with cases quickly this cannot be guaranteed and we cannot register you until we are satisfied that all the requirements have been met.

Information on average waiting times can be found on the website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or by telephoning:

Telephone 0845 010 5200

Opening times can be found on the UKBA website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Applicants outside England, Wales, Scotland and Northern Ireland should contact the office where they made their applications or telephone 44 151 672 5626

The length of time you will have to wait for your application to be decided will not affect your existing rights in the UK.

### **DEPRIVATION OF CITIZENSHIP**

You may be deprived of British citizenship if it is found to have been obtained by fraud, false representation or the concealment of any material fact. The Home Secretary may also deprive you of British citizenship if, in his opinion, it would be in the public interest for him to do so and you would not thereby be made stateless.

Ministers suggested during the passage of the Immigration, Asylum and Nationality Act 2006 that deprivation may be appropriate where the person-

- has encouraged or assisted others to commit acts of terrorism;
- has committed war crimes, public order offences or other serious crime; or
- has carried out acts seriously prejudicial to vital national interests, including espionage and acts of terrorism directed at the United Kingdom or an allied power.

A certificate of registration may, as a matter of law, be ineffective from the outset if it is obtained by means of impersonation.

### **WHAT WE EXPECT FROM YOU**

Applications are considered quickly - usually within six months of receipt. We expect you to make appropriate arrangements to ensure that you can respond to our enquiries or requests for documents within the period we allow.

While the application is under consideration we expect you to tell us about anything which alters the information you have given us. This will include changes of marital or civil partnership status or home address or agents acting on your behalf. It also includes police investigation or anything that may result in charges or indictment.

We also expect to be treated politely and with respect by you and any agent acting on your behalf. Good character includes your attitude to officials.

If your application is successful and you are living in the UK, you will be invited to attend a citizenship ceremony. You will receive an invitation letter from the Home Office and this will confirm the local authority you should contact to arrange your ceremony. We expect you to arrange to attend a ceremony within 3 months of receiving your invitation otherwise it will expire and you will have to reapply for registration.

## **CITIZENSHIP CEREMONIES - WHAT DO YOU HAVE TO DO?**

At the ceremony you will be asked to affirm or swear an oath of allegiance to Her Majesty the Queen and to pledge your loyalty to the UK. Following this you will be presented with your certificate of registration as a British citizen.

**You must make immediate contact with the local authority, as you only have 3 months in which to attend the ceremony. The date by which you must attend your ceremony will be given in your Home Office citizenship ceremony invitation letter. If you do not attend the ceremony within 3 months without good reason, your application for citizenship will be refused.**

Making the Oath (or Affirmation) and Pledge at a citizenship ceremony is a legal requirement, and the point at which you will become a British citizen. If you have special needs or concerns about saying the Oath (or Affirmation) and Pledge in English, you should bring these to the attention of the local authority once you have your invitation letter.

When you make contact with the local authority you will be asked a number of questions to establish your identity. Checks may be made to confirm your identity.

Ceremonies are arranged locally and reflect the particular community to which you now belong. You will meet a local dignitary or celebrity and be told something about the area and what can be expected of you as a British citizen.

Provision has been made by order under the Welsh Language Act 1993 for prospective British citizens making the citizenship Oath (or Affirmation) and pledge in Wales to do so in the Welsh language. The Citizenship Oath and Pledge (Welsh Language) Order 2007 contains the approved translations and came into force on 1 June 2007.

## **AND FINALLY**

We hope that this guide has helped you to prepare and successfully apply for British citizenship. If you have found it useful and our staff helpful, or if you had an enjoyable citizenship ceremony, or if you have found our service unsatisfactory or do not understand the outcome, why not tell us? You should email us in the first instance to: [ukbanationalityenquiries@ukba.gsi.gov.uk](mailto:ukbanationalityenquiries@ukba.gsi.gov.uk)

If you remain unhappy with the service provided, you may wish to complain by writing to:

**UK Border Agency  
North West Customer Services Unit  
PO Box 99  
Manchester Airport  
M90 3WW**

# 7 Notes

1. **United Kingdom** means:
  - England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man; and
  - the Republic of Ireland at a time when it formed part of the United Kingdom (that is to say, before 31 March 1922); and
  - (in relation to birth) a ship or aircraft registered in the United Kingdom or an unregistered ship or aircraft of the Government of the United Kingdom.
2. **Parent** includes:
  - the adoptive parents of a child who has been legally adopted (see Note 3)
3. **Legal adoption** – For the purposes of this guide (and registration under section 4C), this means adoption by order of a court in the United Kingdom and Islands (i.e. the Channel Islands or the Isle of Man).

A child of any nationality who was **adopted** in the United Kingdom on or after 1 January 1950, or in the Channel Islands or Isle of Man after 1 April 1959, automatically became a citizen of the United Kingdom and Colonies on his adoption if the adoptive father (or adoptive mother, if she was the sole adopter) was a citizen of the United Kingdom and Colonies at the time of the adoption.

4. **Registration in the United Kingdom** includes registration at the British High Commission in an independent Commonwealth country.

It does not include:

- registration under section 6(2) of the British Nationality Act 1948 (registration on the grounds of marriage to a citizen of the United Kingdom and Colonies) if the marriage took place after 28.10.71; or
  - registration under section 7 of the British Nationality Act 1948 (registration of minors) at a High Commission after 28.10.71; or
  - registration under section 12(6) of the British Nationality Act 1948 at a High Commission.
5. **Settled in the United Kingdom.** Before 1 January 1983, this meant being ordinarily resident in the United Kingdom without being subject to any time limit under the immigration laws.

## 6. Orders under section 32(8) of the British Nationality Act 1948

The following orders were made under section 32(8) of the 1948 Act:

Australia	Citizenship Law (Australia) Order 1949; declaring the Australian citizenship legislation to have come into force on 26 January 1949.
Canada	Citizenship Law (Canada) Order 1948; declaring the Canadian citizenship legislation to have come into force on 1 January 1947.
Ceylon	Citizenship (Ceylon) Order 1948; declaring the Ceylonese citizenship legislation to have come into force on 15 November 1948.
Newfoundland	Newfoundland (Consequential Provisions) Act 1959 provided that a citizenship law for the purposes of section 32(8) of the British Nationality Act 1948 would be deemed to have been enacted on 1 January 1949.
New Zealand	Citizenship Law (New Zealand) Order 1949; declaring the New Zealand citizenship legislation to have come into force on 1 January 1949.
South Africa	Citizenship Law (Union of South Africa) Order 1949; declaring the South African citizenship legislation to have come into force on 2 September 1949.
Southern Rhodesia	Citizenship Law (Southern Rhodesia) Order 1950; declaring the Southern Rhodesian citizenship legislation to have come into force on 1 January 1950.