

Important information

We want to help you get your application right first time and avoid your passport being delayed. These are the 3 most common mistakes, please read the guidance carefully before filling in your form.

2 recent photos

See pages 16-17

Suitable countersignatory

See page 10

Supporting documents

See pages 12-13



HM Passport
Office

Write your reference number below. This can be found on the top of your application form under the barcode.

If you are using Post Office Check & Send, your reference number will be on your receipt. You will need your reference number if you need to contact us.

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Things you need to know

✔ Get it right

- Don't book travel until you have your passport. We cannot accept responsibility for travel booked before it arrives.
- Go to www.gov.uk to find out how long it will take for your passport to arrive.
- Give a mobile number on your form and we will text you when we receive your application and when your passport is being printed.
- You must sign your new passport when you receive it. You can't use it until you do. Sign using black ballpoint pen on the 'holder's signature' line. If you're aged 11 or under, or can't sign because of a disability, you don't need to sign your new passport.

Can I apply online?

Yes, you can apply and pay online at www.gov.uk/apply-renew-passport You have to print out a form at the end, add your photographs and supporting documents and send it to us for processing.

Some of the boxes are small, can I write outside them?

No. See the example below.

First and middle names
J O H N B R O W N

Signature – (keep within the border)
John Brown

I've made a mistake on the form, what should I do?

Cross out any mistakes. Do not use correction fluid. If you make more than three mistakes on any line or do not provide a clear signature in section 9, you will need to fill in a new form.

Do I need to send in photos?

Yes, two photos. See page 16 for more advice.

Can I send in a photocopy of a birth certificate or other supporting document?

No, you must send in the original. See page 12 for the correct documents.

What is an 'old blue' passport?

This is a passport with a blue cover that was issued up until the early 1990s. You can't renew an expired 'old blue' style passport. You must apply as a first-time applicant and send the blue passport to us with your supporting documents.

I live abroad. How do I apply?

If you're outside the UK see www.gov.uk/overseas-passports for advice on how to apply. Do not use the form that came with these guidance notes unless you are visiting the UK and plan to replace your passport while you are here.

Will I need an interview?

Please see page 23 for more details.

When can I renew my passport?

You can renew your passport whenever you want. You do not have to wait for it to run out. We will add any period that your passport has left to run (up to nine months), to your new passport.

Do all applications need a countersignatory?

No. Check page 10 to find out if you need one.

I have a disability. What services are available to help me with my application?

If you have a disability we offer free services and facilities to help you with your application. You can find more information about the services we offer and how to access them at www.gov.uk/passport-services-disabled

How to fill in each section of your application form

Section 1: What type of passport are you applying for?

✔ Get it right

- If you have previously held a British passport as an adult or child that was issued for five or ten years, it isn't damaged and you don't need to change any personal details, you need to apply for a renewal.
- Put a cross in the Child box for under 16s. Put a cross in the Adult box if you are going to turn 16 within the next three weeks.
- Put a cross in the Adult box or Child box in the Extension option if you are applying for a full five- or 10-year passport to replace a passport that was issued for one year or less.
- Put a cross in the relevant 'Changes to your existing passport' box. We will send you a new passport and you should pay the same as if you were renewing your passport.

Adult application

An adult is 16 or over. If you are going to turn 16 within the next three weeks put a cross in the Adult box. Adult passports are normally valid for 10 years.

Child application

A child is under 16. Child passports are normally valid for five years.

Renewal

This applies if your existing undamaged British passport, your name and British national status have not changed. If you are renewing a Child's passport, put a cross in the Child box if they are under 16 or Adult box if they are 16 or over. (Please see 'Changes' below if your appearance has changed.)

First British passport

This applies if you have never had a British passport before, you were included as a child on someone else's passport, or you are renewing an 'old blue' style passport. This includes those who were not British at birth but have gained naturalisation or registration as a British national and are applying for their first British passport.

Replacement

This applies if you want to replace a British passport that has been lost, stolen or damaged.

Extension

If your last passport was issued for one year or less, put a cross in the Extension box.

Changes

This applies to a change in your name, photo (including where you cannot be recognised from your current passport photo) or British national status.

What is a 48-page passport?

A standard passport is 32 pages. If you are a frequent traveller and need extra space for visas, select '48-page passport' on the application form. This costs more than a 32-page passport and is not available for children.

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, 5 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.

Section 2: Who is the passport for?

✔ Get it right

- Include any middle names – the name you enter should match your previous passport. If you have never held a passport before, it should match your birth, marriage or nationality certificate. If it doesn't, your application could be delayed.
- If there isn't enough space in the boxes provided please use section 8 of the application form to give your details in full.

Names to be shown on your passport

- We can add a limited number of titles to your British passport if you ask. See www.gov.uk/changing-passport-information for details.
- Please give the name of the person who the passport is for under 'surname' and 'first and middle names'
- The name that is shown on the passport should be the name that you use for all purposes - that is, the name on your new passport should match the name that appears on your supporting documents (such as your birth certificate or previous passport). If you're a dual national and hold a non-British passport in a different name, you must change it to match the name you want on your British passport. You must do this before you make your application.
- We can only show up to 30 characters (including spaces) on your passport for first and middle names and a further 30 characters for surnames. If your names don't fit in the boxes provided, shorten them in a way you would want them to be shown on your passport. You should then write your full name in section 8 of the form. We will add your full name on the observation page on your passport.
- If you have changed your name, enter your name as it is now.

Change of name in passport

- If you are changing your name, put your new name in the 'Surname' and 'First and middle names' boxes and put your previous names in the 'Maiden or all previous names' boxes.

- If you no longer want your middle name to be included in your new passport when it has been on previous passports, tell us in section 8 of the application form and provide evidence of the change. See table C on page 15 for details. If you don't, we will add your name to match what is in your previous passport.
- If you spell your name differently, change the order of your names or add a new name compared to what is in your previous passport, then you will need to provide evidence of the name change. See table C on page 15 for more details.
- Provide proof of your change of name if this is different from your supporting documents. Send proof to support every name change. This applies if you are getting married or forming a civil partnership and you want your passport to be in your new name. See table C on page 15 for more details.
- List all of your maiden or previous names that you have been known by (surname first then first and middle names). Leave a space between each name. If they won't fit in the boxes, you should write them in full in section 8.
- You cannot change a child's name unless you have the permission of everyone who has parental responsibility for the child. Please see section 9 on parental responsibility for more information.

Current UK address

- Give your full residential address (where you live) including any street number and your full postcode. This must be an address in the UK and is usually where we deliver your passport to. If your house has a name, where possible please provide the street number to ensure we deliver the passport to the correct address. You can check your address details on the Royal Mail website at <http://royalmail.com/postcode-finder>
- We may check you live at the address you give. If you don't, it may delay your application unless you explain the circumstances in section 8 of the application form.
- We won't normally return your passport to an address that is different from your current address. If you want it delivered to a different address, please explain why and give the other address in section 8. We may ask you for evidence of your link to that address.

Gender

- Put a cross in the relevant box to say whether the person the passport is for is male or female.
- If you are transgender (live as a different gender to that shown on your birth certificate) or if you have changed or are in the process of changing your gender, you can get more guidance at www.gov.uk/changing-passport-information or call the passport advice line for a leaflet.

Place of birth

- Give the names of the town and country you were born in as shown on your birth, registration or naturalisation certificate

or previous British passport.

Contact details

- We recommend you give us a mobile phone number, so we can send you a text message when we receive your form and when your passport is being printed. Our courier may also use it to help deliver your passport faster.
- Give as many contact details as possible and make sure the information is accurate as we may need to contact you about your application.
- If you have a Text Relay number, write this in the space in section 8 if it won't fit in the boxes.

Section 3: Details of previous and current passports held

Get it right

Everyone must fill in part A.

Uncancelled passports

In part B, enter details of all uncancelled passports that you are sending us.

A cancelled passport has the top right-hand corner of the cover cut off. An uncancelled passport has not been cancelled by its issuing authority (British or another country). This may include:

- an expired passport (in other words one that has run out)
- passports you are or were included on (for example, as a child), and
- passports issued to you by other countries.

Lost or stolen

We strongly recommend you report your passport as lost or stolen as soon as possible to prevent someone misusing your passport and your identity. Do this online at www.gov.uk/report-a-lost-or-stolen-passport. You can ask a trusted friend or relative to help you. The sooner you report it, the sooner you will be protected against the passport being misused.

If your passport has been lost or stolen but you haven't reported it yet, then fill in part C. Give us as many details as you can and tell us how the passport was lost or stolen. Please use section 8 if there is not enough space in the boxes provided. If your passport was stolen, report the theft to the local police and include the crime reference number at section 8. We will cancel your lost or stolen passport when we receive your application.

If you later find the passport which you reported lost or stolen, you must return it to us. You will no longer be able to use the passport. You may be held by the immigration authorities or the police if you try to do so.

For security reasons, any passport which is found by a third party such as the Police should be returned to us for cancellation.

Section 4: Parents' details

Get it right

You need to fill in this section if:

- you are applying for your first adult passport
- you are applying to replace a passport that has been lost, stolen or damaged
- the passport you are applying for is for someone aged under 16, or
- you are applying to extend your passport.

Give all the details for both parents of the person named at section 2 of the application form.

For nationality purposes parents are defined in law as 'mother' and 'father'. Nationality by birth cannot always be gained through either parent's national status. This includes parents who are of the same sex. Because of this, it is important that the 'mother' and 'father' are entered in the correct boxes.

If both parents were born after 31 December 1982, or were both born outside the UK, please give the following details in section 8 of the application form. Either:

- the full name, town, country of birth and date of marriage of your mother's or parent 1's parents and your father's or parent 2's parents, or
- details of your parents' claim to British nationality.

Step-parents and others taking a parental role that are not defined as either a 'mother' or a 'father' for nationality purposes must not fill in their details in section 4.

Adoption

When a child is adopted in the UK, nationality can be gained through either parent. If adoptive

parents are of the same sex, the parent who appears first on the adoption certificate should enter their details in the box 'mother or parent 1' and the parent named second on the adoption certificate should enter their details in the box 'father or parent 2' regardless of sex.

Children conceived through sperm donation

If your child was conceived through sperm donation and born in the UK, you should complete the form in the normal way. You do not need to tell us your child was conceived through sperm donation.

If the parents are of the same sex, the mother who gave birth should enter their details in the box 'mother or parent 1' and the parent named second on the child's birth certificate should enter their details in the box 'father or parent 2'.

If your child was conceived through sperm donation and born outside the UK see www.gov.uk for information on what documents you'll need to send.

Surrogacy

When a child is born of a surrogacy arrangement and a parental order has been granted in the UK after 6 April 2010, nationality can be taken through either parent named on the order. Where these parents are of the same sex, the parent who appears first on the parental order should enter their details in the box 'mother or parent 1' and the parent named second on the parental order should enter their details in the box 'father or parent 2'.

It may be possible to apply for a passport before a parental order has been granted. Passport applications involving surrogacy can be complex and we may need to contact you for further information.

No mention of parent's details or 'mother or parent 1' and 'father or parent 2' will appear on the passport. This information is used simply to gather the information we need to issue a passport.

Child with one parent

If you are the only parent of your child, fill in either the 'Mother or Parent 1' or 'Father or Parent 2' sections of the form, whichever applies to you and leave the spaces for an additional parent blank.

Add a note in section 8 to show that you are the only parent and why (whether you do not know the other parent of the child, are an individual adopter, or an individual parent whose child was conceived through sperm donation and so on).

For more information on the circumstances in which nationality is decided please visit www.gov.uk/british-passport-eligibility

Section 5: Certificate of registration or naturalisation

Get it right

You must put a cross in the 'No' or 'Yes' box.

The **Yes box** applies if the person named in section 2 has been granted a certificate of registration or naturalisation by the Home Office. Provide details from the certificate of registration or naturalisation here.

The **No box** applies if the person named in section 2 has been British since birth. You do not need to fill in any more details in this section.

Section 6: Children aged 12 to 15

✔ Get it right

A child applicant aged 12 to 15, or a child who will turn 12 within the next three weeks, needs to sign this declaration.

The person giving permission as a parent must still sign section 9 of the form.

If your child is not able to sign the form, you should:

- leave this section blank, and
- use section 8 or send a covering letter confirming why the child cannot sign. This can be written by the parent or the child's carer or doctor.

Section 7

Please do not write in this section. We have left it blank deliberately.

Section 8: More information

✔ Get it right

Most people will not need to fill in this section. The examples below show when you should give us extra information using this section.

- Names that you were not able to fit in the boxes in section 2.
 - If you have changed your name as a result of getting married but you want to continue to use your maiden name for professional purposes. You should make a statement in section 8 of the application form and we will add a note on the observation page of your passport showing your maiden name.
 - Grandparents' details if both parents named in section 4 were born after 31 December 1982 or were born abroad.
 - Tell us why you need to have your passport sent to another address and give us the other address.
 - If you have a disability that means you can't meet the passport photo requirements. Please include a letter from your doctor, and tell us if it's a permanent or temporary disability.
 - If you have a mental or physical condition that you believe would prevent you from coming to, or taking part in, an identity interview. (See page 23.)
- If your passport is damaged, explain briefly how it was damaged.
 - Your Typetalk phone number or your preferred method of communication if you are blind or partially sighted (for example, by phone or in large print).
 - If your signature could not be provided in section 6 or 9, tell us in section 8 and include a letter of explanation from an appropriate person such as a parent (for section 6) or a doctor, carer or social worker. They will need to sign the application on your behalf.
 - If the application is for a child and you have parental responsibility, you should say if you have enclosed any court orders that relate to the child's residence in, contact with or removal from, the UK.
 - If the applicant was born of a surrogacy arrangement.
 - If the address you have given in section 2 is not where you live, please explain why.
 - If there is not enough space in section 8, please include any extra information on a blank sheet of paper. You should sign this and include it with your application form.

Section 9: Declaration

✔ Get it right

- Before you fill in and sign the declaration, read the form again to make sure that the information you have given is correct.
- Fill in this section if you are 16 or over and are applying for:
 - your own passport
 - a passport for the child named in section 2,

or

- someone who cannot sign and you are signing on their behalf.
- Read points 1 to 9 in the declaration section of the form before you date and sign.
- If you are applying for a child, give your full name.

People applying under age 18

If you are 16 and over, or you will turn 16 within three weeks, sign the declaration yourself. You don't need permission from a person with parental responsibility.

For applicants with a learning disability who cannot understand the consequences of signing the declaration in section 9, someone with parental responsibility should give their permission. Please use section 8 of the form

to explain why the applicant cannot sign the declaration.

Parental responsibility

A child under 16 must have permission from a person with parental responsibility.

The mother automatically has parental responsibility for her child from birth, and can give permission.

The father can give permission if he:

- was married to the mother at the time of the child's birth (or, for those living in Scotland, when the mother became pregnant)
- was married to the mother at any time after the child's birth
- has a parental responsibility order or agreement (which must be sent with the application)
- has a child arrangements order which grants parental responsibility, or
- is named on the birth certificate (which must be sent with the application) and the birth was jointly registered on or after:
 - 15 April 2002 in Northern Ireland
 - 1 December 2003 in England and Wales, or
 - 4 May 2006 in Scotland

For children born to female same-sex

partners who conceived through sperm donation, the second female parent can give permission if she:

- was married or in a civil partnership at the time of the child's conception and consented to the conception
- has a parental responsibility order or agreement (which must be sent with the application)
- has a child arrangements order which grants parental responsibility, or
- is named on the birth certificate (which must be sent with the application) and the birth was jointly registered on or after 6 April 2009

If the child's parent is under 16, they can also sign the declaration on behalf of the child.

If a child has been adopted, either adoptive parent can give permission.

If parents are divorced, a child arrangements order or maintenance order will not automatically take away the parent's parental responsibility.

If a child has been born of a surrogacy

arrangement, either parent named on the parental order or birth certificate can give permission. If the application is made before the parental order is granted, the rules are more complex. Please contact us for guidance if this applies to you.

Step-parents (adults who enter into a marriage or civil partnership with someone who is already defined as a parent as explained above) can give permission only if they have parental responsibility by a parental responsibility order, a child arrangements order giving parental responsibility or parental responsibility agreement.

If the child is in care or is living with foster parents, we will need permission from the local authority before we can issue a passport to the child. For separate guidance notes for social services, please visit www.gov.uk/government/publications

If the court has made an order about who the child should live with, or about the child having a passport, this must be sent in with the application. If someone has made an objection to the child having the passport, we may refuse to deal with the application.

If an adult is acting as a parent in a situation other than one described in this section, please explain the circumstances in an accompanying letter to your application. We will also need documentary proof of your responsibility for the child.

If we have already issued a passport to a child after an application has been made by one parent, the other parent or anyone else with parental responsibility cannot apply for a separate passport for that child.

If you cannot sign the application form:

- get someone else to sign on your behalf, and
- tell us in section 8 and include a covering letter to explain why you cannot sign. This is normally done by the person filling in the application form on your behalf. Your passport will note that the holder does not have to sign.

For more advice or if the person with parental responsibility is not able to give permission, please see page 20 for ways to contact us.

Section 10: Countersignature

✔ Get it right

A 'countersignatory' will need to fill in this section if you are applying:

- for a first British passport
- to replace a lost, stolen or damaged passport
- to renew a child passport (if the child is aged 11 or under)
- to renew a passport (adult, or child aged 12 to 15 years) if you cannot be recognised from the photograph in your current passport, or
- to extend a passport.

Countersignatories

- A countersignatory is someone who can confirm your identity. They need to confirm that, to the best of their knowledge, the details you have given in your application are correct, and they must also confirm that the photograph is of you.
- For child applications (aged under 16) it is also to confirm that they have known, for at least two years, the adult who signed the declaration in section 9 of the application form. They must also confirm that the person has parental responsibility for the child and confirm the child's photo.

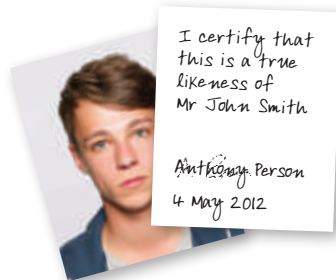
The countersignatory must:

- be a professional person (including those who are retired) for example, bank or building-society officials, police officers, civil servants, ministers of religion and people with professional qualifications like teachers, accountants, engineers and solicitors. You can find more information at www.gov.uk/countersigning-passport-applications
- have known you personally for at least two years (for example, a friend, neighbour or colleague, not someone who knows you professionally)
- live in the UK, and
- hold a British or Irish passport which has not run out.

The countersignatory needs to:

- read through the completed application form to make sure the information is accurate

- fill in section 10 of the form, giving their passport number, and then sign the box
- give their full address and contact details. This can be a business address or home address, but should be one that we can contact them at.
- for an adult application, 'certify' one (not both) of your photographs - signing and dating one of the photographs as shown in the example below.
- for a child application under 16, confirm that they have known the adult who signed the declaration in section 9 of the application form for at least two years, and certify the photograph (giving the child's full name), signing and dating it as shown in the example below, and
- put their initials next to any mistakes they may make in section 10.



The countersignatory must not:

- be related to you by birth or marriage (including in-laws or partners of family members)
- be in a personal relationship with you
- live at your address, or
- work for us at HM Passport Office.

What we do with the details of the countersignatory

As part of our work we will check that the countersignatory is genuine. This may include checking their passport and other records to confirm their identity and their profession or professional qualification.

Please make sure that your countersignatory knows that we may contact them and carry out these checks.

We may ask you to provide another application form with a different countersignatory if we are not satisfied with your choice of countersignatory or if we cannot contact them.

What you need to include with your form

Please see the table of supporting documents on the next page.

Get it right

- Send us original or replacement documents. Unless stated, we do not accept photocopies or documents that have been laminated. If you were born in the UK, documents must have been issued by the General Register Office for England and Wales or Scotland or Northern Ireland, or the local registration service.
- If you need to send a UK birth certificate and were born on or after 01.01.1983, it must be a full birth certificate. (This is the one that contains the details of both you and your parents.)
- If any document you are providing is in a language other than English or Welsh, also provide an official translation. This must be signed and stamped by a translator who is a member of a recognised professional organisation to prove it is genuine.

To get copies of birth, marriage or death certificates issued in England or Wales, go to www.gov.uk/bmdcertificates

To replace documents issued in Northern Ireland, go to www.nidirect.gov.uk and for Scotland go to www.gro-scotland.gov.uk

To replace documents issued abroad, get advice from the relevant embassy or consulate of that country.

Change of name for newly-weds and new civil partners

- If you are getting married or forming a civil partnership and will be changing your name, and you plan to go abroad shortly after the ceremony, we can issue a passport in your new name up to three months beforehand.
- The passport will only be valid from, and so can be used after, the date of your ceremony. Your old passport will be cancelled and you will no longer be able to use it for travelling.
- You will need to send a 'Post-date' form (PD2) with this application. The person who will carry out the ceremony should fill in part 1 and you should fill in part 2 (using your current – not future – name and signature). Get more details and a copy of the PD2 form from www.gov.uk/changing-passport-information or by contacting the passport advice line.

Questions and answers

I am renewing an adult passport. What supporting documents do I need to send?

Please send us your current passport and two photos. You will not normally need to provide extra supporting documents.

I am renewing a child passport. What supporting documents do I need to send?

Please send the child's current passport and two photos. You will not normally need to provide extra supporting documents unless there is a court order which applies to the child. Please send us any court orders for the child that

relate to parental responsibility, residence, contact or taking the child outside the UK.

I am applying for a change of name to an existing passport. What supporting documents do I need to send?

You will need to provide proof of your change of name and you may need to send documents that show use of your new name. If you have changed your name more than once, we will need to see proof to support every name change. See table C on page 15 for details.

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 Inter-country 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	
<p>If you have changed your name by marriage or civil partnership, please provide:</p> <ul style="list-style-type: none"> • Marriage certificate or • Civil partnership certificate 	<p>If you want to travel in your new name shortly after getting married or forming a civil partnership, please provide:</p> <ul style="list-style-type: none"> • Completed PD2 form <p>www.gov.uk/changing-passport-information</p>
<p>To change the name on a child passport, please provide:</p> <ul style="list-style-type: none"> • 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 <p>And both of the following:</p> <ul style="list-style-type: none"> • one piece of evidence from List A • at least one piece of evidence from List B 	<p>If you are changing your name following gender re-assignment:</p> <p>Please see www.gov.uk/changing-passport-information for information</p>
<p>If you are going back to your maiden or unmarried name, please provide:</p> <ul style="list-style-type: none"> • one document from List A • a signed statement saying that you now use your maiden name for all purposes • a birth certificate <p>and either:</p> <ul style="list-style-type: none"> • a decree absolute showing both names, or • a marriage certificate showing both names 	<p>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:</p> <ul style="list-style-type: none"> • one document from List A and one document from List B, or • two documents from List A
<p>For any other change of name you must provide:</p> <ul style="list-style-type: none"> • one document from List A, and at least one document from List B 	
<p>List A – please provide one document which confirms your name in current use</p> <ul style="list-style-type: none"> • 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 	
<p>List B – please provide at least one document for each name change that has taken place</p> <ul style="list-style-type: none"> • 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 • Adoption order/certificate 	

Table D

Other information	Please see www.gov.uk for more information
<p>We may need more information in the following cases:</p>	
<p>For children if:</p>	<ul style="list-style-type: none"> • 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.
<p>For adults when applying for:</p>	<ul style="list-style-type: none"> • a British National (overseas) passport • a British Protected Person passport, or • a British Subject passport.
<p>Or when:</p>	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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. 	

Photo guidance

✔ Get it right

- You need to send two identical photos – don't attach them to the form.
- You must have one photo certified if you are applying:
 - for a first British passport (adult or child)
 - to replace a lost, stolen or damaged passport (adult or child)
 - to renew a child passport (if the child is aged 11 or under)
 - to renew a passport (adult, or child aged 12 to 15 years) if you cannot be recognised from the photograph in your current passport, or
 - to extend a passport.
- For all other applications, you do not need to have a photo certified unless your appearance has significantly changed since your current passport was issued.

Passport photos are a vital part of your application. If the photos you supply are not suitable, your passport will be delayed.

Please follow the instructions below carefully so you can get it right first time.

Photo style

The photo must be of the applicant:

- facing forward and looking straight at the camera
- in close-up of their face, head and shoulders with a recommended head height (the distance between the bottom of the chin and the crown of the head) of between 29 and 34 millimetres
- with a neutral expression and with the mouth closed (no smiling, frowning or raised eyebrows)
- with their eyes open and clearly visible (no sunglasses or tinted glasses and no hair across the eyes)
- free from reflection or glare on glasses, and frames must not cover eyes (we recommend that, if possible, glasses are removed for the photo)

- showing their full head, without any head covering, unless they wear one for religious beliefs or medical reasons
- with no other objects or people in the photo (this also applies to a photo of a baby or young child and babies should not have toys or a dummy in the photo)
- without shadows on the picture
- without anything covering the face – nothing should cover the outline of the eyes, nose or mouth, and
- not showing any 'red-eye'.

Photo size must:

- be the size of a standard passport photograph taken in a photo booth or studio, 45 millimetres high x 35 millimetres wide, and
- **not** be trimmed or cut down from a larger photograph to the size of a standard passport photograph.

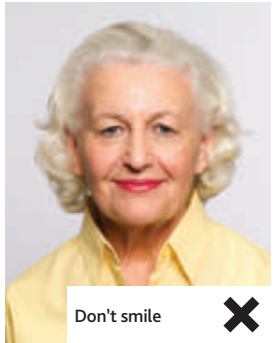
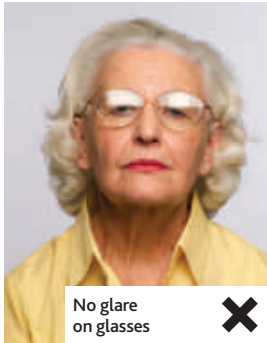
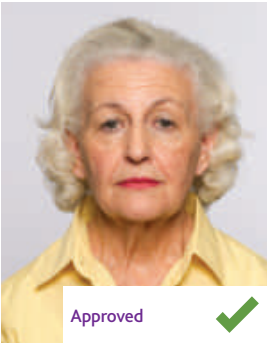
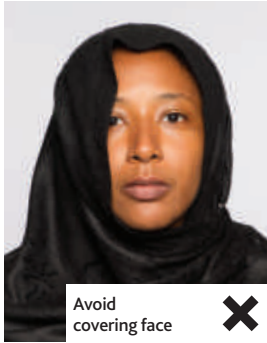
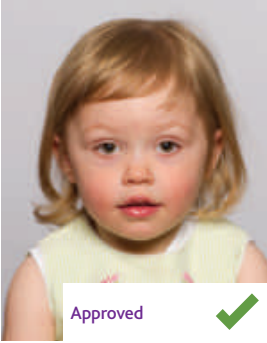
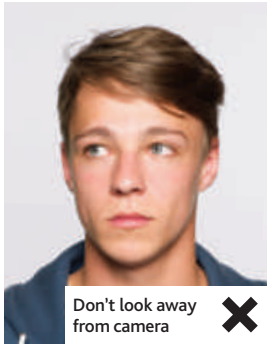
Photo quality must:

- be taken against a plain cream or plain light-grey background
- be printed to a high quality, such as photos printed by a booth or studio (photographs printed at home are unlikely to be of a high enough quality)
- be clear and in sharp focus
- be taken within the last month
- be in colour on plain white photographic paper
- **not** be torn, creased, or marked, and
- **not** have any writing on the front or back – except when one of the photos needs to be certified.

Children

Children aged five and under do not need to have a neutral expression or to look directly at the camera. Babies under one don't need to have their eyes open. If the baby's head needs to be supported, the supporting hand must not be seen. All other photograph standards must be met.

Get more advice at
www.gov.uk/photos-for-passports



Once you've filled in your application

Passport fee

The passport fee depends on the type of application you are making, how you apply and how quickly you want your passport. It reflects the costs of receiving, recording and processing your application. We cannot usually refund the fee if your application is unsuccessful or

withdrawn. This is because we will already have carried out a lot of work in processing it.

For the latest information on passport fees, visit www.gov.uk/passport-fees or call our automated 24-hour passport fees line on 0300 222 1999.

Textphone 0300 222 0222

Text relay 18001 0300 222 0000

How to pay

How you apply	Debit card or credit card accepted?	Cheque or postal order accepted?	Cash accepted?
Check & Send at a Post Office	Yes	Only postal order	Yes
Post	Yes – fill in the form on page 25	Yes – payable to 'Her Majesty's Passport Office'	No - do not send cash in the post.

Note: If you were born on or before 2 September 1929 and you are applying for a new or replacement passport or to renew an existing passport, you will be entitled to a free 32-page passport when using Check & Send, postal or online services.

Write the barcode number from the front of the application form on the back of the cheque or postal order. (If the cheque or postal order is for more than one application, write the barcode numbers of all the applications on the back of it.)

The British passport stays the property of the Crown, not the person who holds it. If your bank returns a cheque to us unpaid, we will cancel the passport and you will not be able to travel with it or use it for identity purposes.

Your choice of service

1 Check & Send service

Applications sent through this service have fewer mistakes.

- You can find your nearest post office branch that offers this service by visiting their website at www.postoffice.co.uk/passport-check-send

2 Post

- Use the addressed envelope that comes with this pack.
- We recommend that you use Special or Recorded Delivery. We cannot accept responsibility for any applications and valuable supporting documents that you send.

3 Appointment for Premium 1 day or Fast-Track 1 week service (extra fee applies)

If your application is urgent, you may be able to book and pay for an appointment at a Passport Customer Service Centre for the Premium 1 day or Fast Track 1 week service.

At the appointment you'll need to submit your completed passport application, photos and supporting documents. The Fast Track 1 week service guarantees that your passport will be delivered to your home address 1 week after your application is accepted. For the Premium 1 day service, your passport is usually ready to collect 4 hours after your application is accepted. The guarantees for these services only apply if:

- your application is straightforward, and
- you have filled in the application form correctly and supplied all the supporting documents.

See www.gov.uk/get-a-passport-urgently for information on these services, who can use them and to book an appointment online. Appointments can only be made up to three weeks beforehand, and are available from Monday to Saturday.

Delivery information

How your passport is delivered

In most cases, your passport will be delivered by courier (on behalf of HM Passport Office) between 8am and 6pm, Monday to Saturday. In areas where there's a low risk of deliveries being lost, your passport may be delivered by Royal Mail Recorded Delivery.

Signing for your passport

In most cases the courier will not need you to sign for your passport. Couriers use technology that records the address, time and date of the delivery, and the courier will take a photo of the property where the passport was delivered.

The courier will not post your passport in an outside letterbox. They will leave a calling card for you to arrange delivery at a convenient date. The calling card will explain how to:

- have your passport delivered at a set time – the charge for this depends on where you live
- have your passport delivered at any time during a specific day – there is no charge for this
- collect your passport from the delivery company's secure collection points, or
- collect your passport from a passport office.

If a signature is required and you are not at home when the courier tries to deliver your passport, they will leave a calling card for you to arrange delivery at a convenient date.

If the courier cannot get access to your property to deliver your passport, they will not leave a calling card and they will send you a notice of failed delivery by normal post. Our secure delivery company do not recognise any mail redirection arrangements that you may have made with Royal Mail.

If your passport is being delivered by Royal Mail, you will need to sign for it. If you're not at home, they will leave a calling card explaining how to rearrange delivery or collect from your local sorting office. You should do so quickly, as your passport will be returned to HM Passport Office after seven days. Please see www.gov.uk for more information.

Collecting passports (premium service only)

You can arrange to collect your passport from a regional passport office during normal opening hours from Monday to Saturday. If you want someone to collect your passport for you, even if they have made the application for you, they will need to provide:

- proof of their identity
- a signed letter from you giving them permission to collect the passport (if the passport is for a child, the person who signed section 9 of the application form must also sign the letter giving their permission)
- the receipt issued by the cashier when the application was accepted.

Contact us

You will need to give the barcode number from the front of your application form to check the progress of your application form. If you use the Post Office™ Check & Send service or apply at an HM Passport Office customer service centre, you will also need to give the barcode number printed on your receipt.

Passport advice

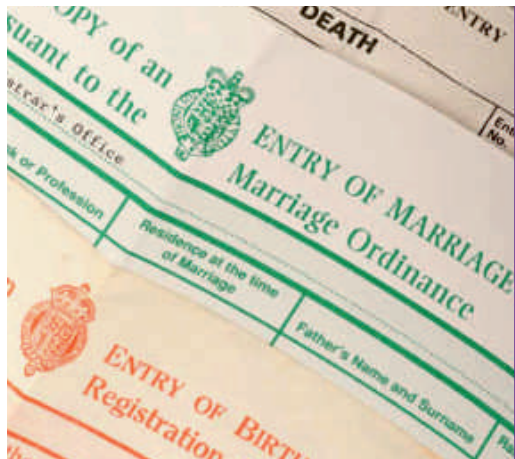
- Visit www.gov.uk
- For advice or to get a large print, Braille or audio version of this booklet, please call the passport adviceline on 0300 222 0000. (Calls to this number will be charged at the normal rate you pay for national calls.)
- Textphone on 0300 222 0222 or Text Relay on 18001 0300 222 0000 (for customers who are deaf or hard of hearing).

Passport fees advice

- Phone the passport fees line on 0300 222 1999 (a 24-hour phone service).
- Textphone on 0300 330 1111 (for customers who are deaf or hard of hearing).

Travel advice

Travel advice is provided by the Foreign and Commonwealth Office. For detailed, up-to-date information, please go to www.gov.uk/foreign-travel-advice or phone 08458 502 829 (charges apply). Advice includes information on when a passport is valid, visa information and requirements to enter certain countries, and information on health, insurance, and money when you travel.



Apply for birth, marriage, death and adoption certificates online.

Visit the website:
www.gov.uk/bmdcertificates



Driver & Vehicle
Licensing
Agency

Thinking of hiring a vehicle?

From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued.

For information on how this will affect you, go to www.gov.uk/dvla/nomorecounterpart



POST
OFFICE®

Get ready for your holiday

Your passport application, right first time



Passport Check & Send – recommended by Her Majesty's Passport Office.
The quick and easy way to ensure your application is correct so you can avoid delays.

For a small charge the Post Office® will:

- Check your application form is correctly submitted
- Ensure you've included the right documents and photos
- Send your application securely to Her Majesty's Passport Office by Royal Mail Special Delivery®

**Pop into your local branch,
call 0345 722 3344 or visit us online at [postoffice.co.uk](https://www.postoffice.co.uk)**

Other information

Protecting your personal information

Your identity and personal information are valuable. We protect your privacy and process your personal information in line with the Data Protection Act 1998. Your personal information will only be seen by those who have a legitimate reason for seeing it. We will check the information you give us with other government departments and a credit-reference agency to help us check your identity. We may also pass the information you give us to UK law-enforcement agencies or government departments involved in preventing fraud to help prevent or detect identity theft, fraud or other criminal activity. You can find details about the personal information we hold, how we protect it, who we pass it to and how you can get a copy of that information in our privacy statement on our website. You can get a printed copy of the information by writing to us at:

Disclosure of Information Section
Her Majesty's Passport Office
Aragon Court
Northminster Road
Peterborough
PE1 1QG.

Service standards

Providing a high level of service to all our customers is very important to us. We sometimes make mistakes, or circumstances beyond our control affect the standards of service. When this happens, we will apologise and do everything we can to put things right. We welcome your feedback on any aspect of our service, including how we can improve in the future.

We have a disability equality scheme which sets out clear and specific aims about how we will promote equal opportunities for people with disabilities. Your views are important, so please contact us by phone, letter, email or fax if you have any ideas or suggestions that will help us to help you.

What you can expect from us

- Our staff will be polite, helpful and professional.
- The details in your passport (including the chip) will be correct and we will return your supporting documents using the delivery method you choose.
- We will give you a clear and helpful explanation if you are refused a British passport because of citizenship or other reasons.

Complaints about passports

1 Step one

If you have a complaint about how we handled your passport application, please contact our Customer Contact Centre by phone, in writing or by using our online enquiry form.

Phone: 0300 222 0000

Textphone 0300 222 0222

Text Relay 18001 0300 222 0000

Write to:

HM Passport Office
PO Box 767
SOUTHPORT
PR8 9PW

Online: visit

www.gov.uk/passport-advice-line and complete our online enquiry form

When you write to us, please provide:

- full details of the problem
- the name and date of birth of the person the passport was for
- the date the application form was sent to us
- which of our offices the application form was sent to
- the barcode number from the application form, if you have a note of it
- the passport number, if you have one
- information so we can contact you (name, address, postcode, day and evening phone numbers, and a fax number and email address if you have these), and

- the date and time of your appointment and an appointment reference number if you visited one of our offices to get your passport.

When we receive your complaint, we will investigate and let you know what went wrong and advise you what we are doing to put things right. We will write to you within 15 working days from receiving your complaint, either with a full reply or to let you know what is happening if we have not finished our investigation.

2 Step two

If you have followed step one and are not satisfied with our response, you can ask us to review your complaint.

3 Step three

If you have followed steps one and two and are still not satisfied, you may ask your Member of Parliament (MP) to raise the matter with our Director General.

4 Step four

If you are still not satisfied, you can ask your MP to request an investigation by the Parliamentary and Health Service Ombudsman (the Ombudsman). You can only do this through your MP.

The Ombudsman's role is to investigate complaints by members of the public about the way government departments, and their executive agencies, have treated them.

Compensation

We realise that sometimes our mistakes may cause you expense or financial loss. In these cases, you should follow the instructions in step one and write us a letter. With the letter you should send any documents that prove your claim (for example, a receipt to show a cancelled flight).

We only normally offer compensation for financial loss as a result of delays in our guaranteed (fast-track and premium) services.

Identity interviews

If you are 16 or over, or likely to become 16 before we can issue your passport, you may need to have an identity interview. The interview will help us to confirm your identity and that the passport application we have checked actually belongs to you. This is an important part of our commitment to help to reduce identity fraud. It will help us to spot and prevent other people using your identity and committing fraud in your name.

You should send us your application form in the normal way. We will then write to tell you how to make an appointment for an identity interview. This process will increase the time it takes for us to process your application.

If you have a mental or physical condition that would prevent you from taking part in an identity interview, please let us know in section 8 of the application form. You should also provide a letter from your doctor or hospital consultant explaining your condition and if this is likely to be permanent or if an improvement can be expected.

What we will ask you at the interview

We will ask you to confirm basic information about yourself, including information that someone trying to steal your identity may not know. Our questions will be based on information you give in your application form and from our searches of public and private-sector databases, including credit-reference agencies. The questions we ask will not be the same at every interview.

If you are invited to come for an interview, we will write to you with more information.

If you would like to learn more about this process, look online at www.gov.uk/apply-first-adult-passport or you can contact our passport adviceline on 0300 222 0000. Textphone 0300 222 0222 Text Relay 18001 0300 222 0000

You can make your appointment for an interview at any customer service centre or office, but you cannot have an interview on the day you phone. Not all interview offices are open every day, so ask for the opening hours when you book.

When making an appointment, please let us know if you have any particular needs for your interview. For example, tell us if you:

- have a severe disability which you believe will prevent you from attending or taking part in an interview
- need a sign language interpreter (a qualified person we will provide)
- need a hearing loop
- need a carer or parent to be present during the interview
- need wheelchair access, or
- need privacy because you do not want to uncover your face in public. (You will need to have your face uncovered during your interview.)

Changing your booking or missing your interview

If you cannot get to your interview, please tell us as soon as possible by phoning the number shown on your letter. If you miss a booked interview without giving us at least 24 hours' notice, we may withdraw your application. You will then have to apply again by filling in a new application form and sending it with new countersigned photographs. If you cancel your interview on the day of your appointment, you will not be able to book another interview until at least 24 hours afterwards.

At the interview

The interview will usually take 30 minutes. However, some interviews may take longer. You do not need to bring any documents to the interview, but you should bring your appointment invitation or confirmation letter as it will have your unique reference number on it.

A relative, friend or representative may come with you to the interview office, but they will not be allowed to sit in on your interview (unless we agree this with you beforehand). If the interview office is very busy, your companion may have to leave. If possible, do not bring children to the interview office.

Arriving for the interview

You should arrive 10 minutes before your appointment. If you arrive before this time, we may ask you to leave and return at your scheduled time.

If you arrive late and miss your appointment, we cannot guarantee to see you that day. You may have to book another interview.

When you arrive at reception, we will check that you look like the photograph you included with your application. You will also be asked to confirm some basic information given on your application. If we cannot identify you from the photograph you included with your application, or your answers do not match the information given on your application form, we will not be able to interview you that day. If this happens, we will tell you what you need to do before you book another interview appointment.

We will record the interview for quality and review purposes and to help us make a fair decision. We may use the recording for training purposes and we will destroy it after we have issued your passport.

We cannot tell you at the interview if your application is successful as we will need to carry out some final checks before we can make a decision.



Instructions for paying by credit card or debit card

If you are applying by post and want to pay for your passport by credit card or debit card, please fill in the instruction below and include it with your application. If you do not write the correct fee in the instruction, we will still charge the correct fee for the service you have asked for. Your application will be delayed if your credit card or debit card has run out or you do not give your card's expiry date, or the security number (the last three numbers shown on your card's signature strip).

If you are making an appointment for our fast-track or premium service, do not fill in this form.

Important

Where it says Barcode below, please write the number printed beneath the barcode on page 1 of the application form. If you are paying for more than one application, only fill in one instruction, and write in the barcode.

Barcode

Applicant's name:

We accept all major credit cards and debit cards except American Express. What card are you paying with?

Mastercard Visa Visa Electron

Card number

Security number (the last three numbers shown on your card's signature strip)

Expiry date Valid from

Cardholder's signature:

Fee you are paying:
(If you are paying for more than one application, give the total amount)

£

Cardholder's name:

Address and postcode of cardholder:

Cardholder's phone number:

A checklist before you send in your application

Make sure you have made a note of the barcode number from the front of your application form. If you use the Post Office Check & Send service or apply in person at a passport office, make sure you have made a note of the barcode number printed on your receipt. You will need this number to check the progress of your application.

For all applications you must send us:

- your correctly filled-in application form
- two recent passport photos, and
- the correct fee (if you have asked for your supporting documents to be returned by secure delivery, remember to include this in the total fee).

A full list of the items you will need to send to us are shown below.

Application type	What you will need to send us	Services available			
		Check & Send	Post	Premium (by appointment only)	Fast Track (by appointment only)
Renewing an adult passport	<ul style="list-style-type: none"> • Your current passport • Two recent photographs • The correct fee 	✓	✓	✓	✓
Renewing a child passport	The child's current passport Two recent photographs (if the child is aged 11 or under, one photograph must be certified by your countersignatory) The correct fee	✓	✓	Not available	✓
Getting your first adult passport	<ul style="list-style-type: none"> • The correct supporting documents (see pages 12 – 15 of this guide) • Two recent photographs, one must be certified by your countersignatory • The correct fee 	✓	✓	Not available	Not available
Getting a child's first passport	<ul style="list-style-type: none"> • The correct supporting documents (see pages 14 and 15 of this guide) • Two recent photographs, one must be certified by your countersignatory • The correct fee 	✓	✓	Not available	✓
Replacing a lost, stolen or damaged passport	<ul style="list-style-type: none"> • Your damaged passport (if this applies) • Two recent photographs, one must be certified by your countersignatory • The correct fee 	✓	✓	Not available	✓
Extending a passport	<ul style="list-style-type: none"> • Your current passport • Two recent photographs • The correct fee 	✓	✓	Only available for certain types of application	✓
Making changes to a passport (for example, change of name)	<ul style="list-style-type: none"> • Your current passport • The correct supporting documents (see pages 11 - 15 of this guide) • Two recent photographs • The correct fee 	✓	✓	Only available for certain types of application	✓

Further information:

To apply for a passport online visit www.gov.uk/apply-renew-passport

Passport advice

Visit www.gov.uk/passports

Passport fees:

Visit www.gov.uk/passport-fees

or call: 0300 222 1999 (24-hour phone service)

Text relay: 18001 0300 222 0000