

Form
BNO-

A

Application for a British National (Overseas) Passport

Do not use this form if you are under 16 – use form BNO-B

Official use only

Passport Holder's Name (Please use ink and capital letters)

Initials Surname

**Read this section
before you fill in
the form**

The fee for a passport is payable in local currency at the time of application. Where the new passport is to be sent to you by post, please send the appropriate postal charges (including registered postal fee) with your remittance.

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

How long does it take to get a passport? Wherever possible, please submit the application, whether by post or in person, at least 4 weeks before you need the passport.

There is a separate sheet of Notes to help you complete the form. Please refer to the Notes whenever the form tells you to.

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

Type of service required

- A** a replacement for a BN(O) passport that is lost or otherwise unavailable?
- B** the renewal of your existing BN(O) passport?
(you must enclose the expired passport with this application)
- C** changes to your current BN(O) passport? **New Name** **New Photo**..... **Change of Marital Status**
- D** the extension of your current BN(O) passport to full validity?
- Do you wish to pay for a 48 page passport?**

Please
initial here

Space below is for Official use only

S/A _____
CBF _____

Observations

1 In accordance with the United Kingdom Immigration Rules, the holder of this passport does not require an entry certificate to visit the United Kingdom.

2 The holder of this passport has Hong Kong permanent identity card no. which states that the holder has the right of abode in Hong Kong.

Next action

Documents produced

| | OB | EX |
|--------------------------------------|--------------------------|--------------------------|
| LBC | <input type="checkbox"/> | <input type="checkbox"/> |
| SBC | <input type="checkbox"/> | <input type="checkbox"/> |
| PPT | <input type="checkbox"/> | <input type="checkbox"/> |
| MC | <input type="checkbox"/> | <input type="checkbox"/> |
| NAT CERT | <input type="checkbox"/> | <input type="checkbox"/> |
| PHOTOS | <input type="checkbox"/> | <input type="checkbox"/> |
| RP | <input type="checkbox"/> | <input type="checkbox"/> |
| FEE | £ | <input type="checkbox"/> |
| OTHER DOCS specify | | |
| HONG KONG PERMANENT IDENTITY CARD | <input type="checkbox"/> | <input type="checkbox"/> |

Issue _____
(Status) _____

Include _____

Immigration status _____

| | |
|--------|----|
| OB | SF |
| FEE/FW | |

COLLECT

**Please write in capitals and in ink.
Refer to separate Notes as directed ★**

1 Enter date of travel
★ Read Note 1

Go to section 2

2 Details of applicant
★ Read Note 2 and complete details below

State MR, MRS
MISS, MS or Title etc.

Surname

Christian names
or forenames

Maiden
Surname

Full name in
Chinese characters

Hong Kong permanent
identity card no.

If name has been changed other than by adoption,
give previous name Chinese characters

| | | | | |
|---------------|-----|-------|------|-------------------|
| Date of birth | DAY | MONTH | YEAR | Age last birthday |
|---------------|-----|-------|------|-------------------|

Town and country
of birth

Present address

County

Postcode

Daytime telephone number
(we may need to contact you urgently)

Tick correct box

married single widowed divorced separated

Go to section 3

3 To be filled in by all applicants

Previous BN(O) passport number

Place of issue

Date of issue

Go to section 4 (if applicable)

4 Details of previous passport which has been lost or is
not available
★ Read Note 3

Number

Issued at in year

Your name at the
time of issue Chinese characters

How the passport was lost,
or why it is not available

Date and
place of loss

If loss was reported to the police, say where and when

Go to section 5

Have you lost a British passport before? (If yes, please give details)

5 Other Information
(See Note 7)

Please
initial here

6**Declaration**

of parent or legal guardian if applicant is under 18
★ Read Note 4

Full name of parent or legal guardian _____ Chinese characters _____

Address _____

Daytime Telephone no _____ Relationship to child _____

I declare that my rights in respect of the child have not been limited in any way by the order of any court having jurisdiction over him/her.

Sign _____ Date _____

Read CAUTION and go to section 7

CAUTION

You are warned that the making of an untrue statement for the purpose of obtaining a passport is a criminal offence. Official procedures include a check to confirm that the countersignature is genuine. The application should not be countersigned until the form has been completed, signed and dated by the applicant.

7**Declaration**

★ Read Note 5
To be signed by all applicants

I the undersigned, declare that:

- 1 I will return the passport(s) declared lost, at section 4, to a British Passport Issuing Office if it/they come into my possession.
- 2 I do not owe money to Her Majesty's Government for repatriation or similar relief.
- 3 I am a British National and have not lost, renounced or been deprived of the status of British National (Overseas).
- 4 All information given in this application is correct to the best of my knowledge and belief.

Sign _____ Date _____

(Signature of applicant)

IMPORTANT - KEEP WITHIN BORDER.

Failure to comply with this instruction will invalidate the application.

Go to section 8

8**Countersignature**

This section must be completed by the person required to confirm your identity. ★ Read Note 6

- 1 Read the CAUTION.
- 2 Endorse the back of the photograph by writing 'I certify that this is a true likeness of (insert name of applicant) and add your signature, and the date the likeness was compared.

Read what the applicant has put on this form, and

- 3 Fill in the following in CAPITAL LETTERS and in ink.

I (insert your name) _____

certify that the applicant (insert name) _____

has been known personally to me as (insert in what capacity eg employee, client, patient, friend etc.) for _____ years

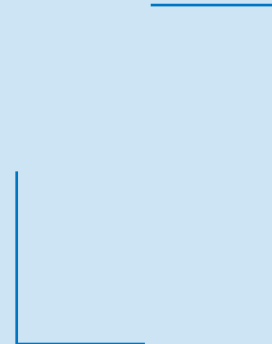
and to the best of my knowledge and belief the facts stated on this form are correct. I am a Commonwealth citizen. I have read the caution and I understand it.

Sign _____ Date _____

Profession and professional qualifications _____

Business address or if not applicable, private address _____

Daytime Telephone No. _____

FOR OFFICIAL USE ONLY**Check List**

When you have filled in the form, tick boxes to show that you have:

- enclosed the necessary documents (**not photocopies**) see Note 9
- enclosed the necessary fee ... see Note 10
- enclosed photographs (one certified on the back) ... see Note 8
- signed the **Declaration at section 7**
- if appropriate, had the application signed at **section 6**
- had the application countersigned at **section 8**
- completed the index card and labels
- applied for a Hong Kong permanent identity card or attached it... see Note 14

It is important that all applicants now read Notes 6 to 14

Form BNO-A Notes

British National (Overseas) Passport

**Application for a British National
(Overseas) Passport**
**Please keep these Notes until you
receive the passport**

Note 1

To help you complete Section 1
Fill in your travel date at Section 1. Remember that the Passport Issuing Office needs *at least 4 weeks* to deal with your application (see Notes 11 and 12).

Note 2

To help you complete Section 2
This section must be filled in by all applicants.
For the recording of professional or other titles, see Note 13.

If you are getting married and want to travel abroad in your new married name immediately after your wedding you should get leaflet PD1 and Form PD2 for the issue of a post-dated passport in your future married name.

Note 3

To help you complete Section 4
You should fill in details of the previous passport which has been lost or is not available. Please give as much information as you can (if your passport has been stolen a police report must be obtained). A replacement passport can be issued only after full enquiries.

Note 4

To help you complete Section 6
A parent should complete this section consenting to the issue of a passport if the child is under 18 years of age, except where the applicant is married (in which case the marriage certificate should be produced) or is enlisted in HM Forces.

Note 5

To help you complete Section 7
Section 7 must be filled in and signed by all applicants.
If you are unable to write you should use your left thumb print instead of a signature. The thumb print should be witnessed by the person who completes Section 8 of the form. If you are unable to write because of a physical or mental disability a declaration by the person responsible for your welfare (e.g. parent or doctor) may be accepted. In these circumstances the signatory should explain in Section 5 that the applicant is disabled and that he/she as parent, doctor, etc has signed on the applicant's behalf.

Note 6

CONFIRMATION OF IDENTITY

After you have completed the form up to Section 7, Section 8 should be completed and signed by a Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (for example, Doctor, Engineer, Lawyer, Teacher), Bank Officer, Established Civil Servant, Police Officer or a person of similar standing who has known you personally for at least two years and who is a Commonwealth citizen (i.e. British citizen, British Dependent Territories citizen, British National (Overseas), British Overseas citizen, British Subject or citizen of a Commonwealth country). If you do not know a British citizen or other Commonwealth citizen locally with these qualifications Section 8 may be completed and signed by a citizen of the country in which you are residing, provided he/she has a similar standing in that country and the Consul considers his/her signature to be acceptable. A relative should not countersign. See also Note 8.

Official procedures include a check to confirm that the countersignature is genuine. In certain cases you may be asked to produce further documentary evidence of identity.

Note 7

To help you complete Section 5
If you wish to give the Passport Office any extra information this can be given at Section 5 or on a separate sheet of paper.

Note 8

PHOTOGRAPHS

Please send two identical copies of a recent photograph of yourself.

The photographs should be taken in colour, full face without a hat, and with a white background. The size should be 45mm by 35mm (1.77 inches by 1.38 inches). They should be printed on normal thin photographic paper and be unmounted.

The person who countersigns your application (see Note 6) should also write on the back of ONE photograph the words "I certify that this is a true likeness of Mr, Mrs, Miss, Ms or title", giving your full name and adding his/her signature and the date the likeness was compared.

Note 9

DOCUMENTS TO BE PRODUCED

Photographic copies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes.

Documents are not normally needed if you are applying to renew a standard British Passport and all the details are the same. However, if details have changed i.e. change of name by deed poll, on marriage or a divorced woman wishing to revert to her maiden name the original marriage certificate, deed poll or divorce document must be produced.

Note 10

FEES

All fees are payable in local currency and at the time of the application.

Note 11

Information about how to send your application

It will take about four weeks to process an application for a BN(O) passport if you do not already have a Hong Kong permanent identity card (see Note 14). If you already have a Hong Kong permanent identity card it should take significantly less time.

When posting the application enclose your passport and any necessary documents. Write your name and address on the back of the envelope, and keep a note of the *exact* date of posting.

Taking your application to a Passport Issuing Office may mean queuing and does not guarantee priority treatment.

If you need to travel urgently in cases of grave emergency (eg death or serious illness) contact the office to which the application was sent for advice.

Note 12

Information on making enquires about your passport application

If possible, you should send your application at *least 4 weeks* before the passport is needed. Please do not make enquiries if you do not receive it within this period. However, if an emergency arises, you should get in touch with the Office to which the application was sent and give the following information.

your full name;

your place and date of birth;

how the application was lodged, for example by post stating the *exact* date of posting; OR personally at the Office, stating the date of your receipt and its reference number in full.

Note 13

Please enter in Section 5 any professional or other title by which you wish to be described in your passport.

Note 14

Hong Kong Permanent Identity Card.

All British National (Overseas) Passport holders should have a Hong Kong permanent identity card, which states that the holder has the right of abode in Hong Kong. This enables the Passport Officer to enter the following endorsement in your passport:

"The holder of this passport has a Hong Kong permanent identity card number which states that the holder has the right of abode in Hong Kong."

Hong Kong permanent identity cards are issued in Hong Kong. Application for a Hong Kong permanent identity card should be made on form ROP93A (for persons aged 18 or over) or on form ROP94A (for persons under 18), which are obtainable from all passport issuing offices. These applications should be returned to the passport issuing office together with your application for a BN(O) passport.

PASSPORT AUTHORIZATION LETTER

TO: BRITISH EMBASSY

I, _____, hereby
(Applicant's full name and birth date)

authorize any representatives from Passports Plus, Inc/Travel The World Visas, Inc to pick up my passport and to discuss the status of my application with the Passport Services staff.

My departure date from the United States is _____.

Signature of Applicant

(Original signature is required)

Signature of parent if applicant is under age 18

(Original signature is required)

Complete if applicable:

I am requesting that my application for passport be expedited, as I will also be required to apply for visa for the following country/countries: _____.

PASSPORTS PLUS, INC

5177 Richmond Ave, Suite 675, Houston, TX 77056

Toll Free: (888) 821-8472 Tel: (713) 821-0144 Fax: (713) 821-0145 Web site: www.passportsplus.com

BRITISH PASSPORT ORDER FORM

I. DEPARTURE DATE: _____ II. NEED BY DATE: _____

III. FULL NAME OF APPLICANT(S):

FIRST NAME MIDDLE LAST NAME DATE OF BIRTH

IV. SERVICE REQUESTED (*Embassy fees are non-refundable*):

- \$205.00 per person: Application for a UK passport for adults over 16 (Form C1/Form BNO-A) – 32 page passport
 \$247.00 per person: Application for a UK passport for adults over 16 (Form C1/Form BNO-A) – 48 page passport
 \$130.00 per person: Application for a UK passport for children under age of 16 (Form C2/Form BNO-B)

Need Visa? Yes No If yes, which country: _____

V. PROCESSING TIME AND FEE (*All fees are non-refundable*):

- \$49.00 per person: 6 week processing \$99.00 per person: 2 to 3 week processing

Return Federal Express: \$ _____

\$25.00: Return FedEx (up to three passports)

\$30.00: Return FedEx (four to six passports)

\$38.00: Return FedEx to Alaska, Hawaii and Puerto Rico, or Saturday Delivery

TOTAL FEE: \$ _____

VI. SHIPPING ADDRESS AND PHONE NUMBER:

Please provide the **exact** address where you want your completed passport to be Federal Expressed to. Incorrect address will impose a reroute fee of \$20.00. **Federal Express will not deliver to a PO Box.**

Company Name (*if applicable*): _____

Shipping Address: Street _____

City _____ State _____ Zip _____

Attn: _____ Signature Required? YES NO

Contact Phone No: (_____) _____

VII. PAYMENT INFORMATION:

We accept Visa, MasterCard, American Express and Discover. We also accept money orders, company and personal checks payable in U.S. dollars only and made out to "**Passports Plus, Inc**".

Card Type*: Visa MasterCard American Express Discover

Credit Card #: _____ Expiration Date: _____

Cardholder (*as it appears on card*): _____ Security Code: _____

* Credit card payment is subject to a 3% or \$3 charge, whichever is greater.

I have read and agreed to the terms and conditions listed on www.passportsplus.com/disclaimer.html. I understand that requirements and fees are subject to change without prior notice, and all fees are non-refundable. I understand that British Embassy reserves the right to prioritize the processing according to the departure date. I acknowledge that processing time starts from the complete application is being accepted by the British Embassy. I understand that moving up my departure date is at my own risk.

Signature(s)

Date