

Form  
**BNO-**

**B**

# Application for a British National (Overseas) Passport for a Child under 16

**Do not use this form** if the child is over 16 – use form BNO-A

Official use only

Please write the child's name (using ink) in CAPITAL LETTERS

Initials      Surname

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

The fee for the 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 post fee) with the remittance.

**Dual nationality:** children who possess the nationality or citizenship of another country may lose this when they get a British National (Overseas) passport. Please check with the authorities of the other country before making the 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** .....
- D the extension of your current BN(O) passport to full validity? .....
- E the extension of your current BN(O) passport for a further 5 years (if issued prior to 5 October 1998).....

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 or visa 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"/>
COLLECT		

### Valid for 5 years only

Issue \_\_\_\_\_  
(Status) \_\_\_\_\_

Include \_\_\_\_\_

Immigration status \_\_\_\_\_

OB	SF
FEE/FW	



**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.

**6(a) Declaration**  
To be signed by all applicants ★ Read Note 3

I, the undersigned applicant for the issue of a passport to the above-named child, declare that

1 My rights in respect of (insert name of child shown at section 2)

\_\_\_\_\_ have not been limited in any way by order of any court having jurisdiction over him/her.

\*2 I am authorized to act as the child's legal guardian by

\*(a) the court at \_\_\_\_\_

\*(b) the child's mother/father/legal guardian whose consent is attached.

3 The child has not previously held a passport of any description, or been included on one, other than that stated above, and no other application for a passport for the child has been made.

\*4 If the passport mentioned in section 4 comes again into my possession, I will return it immediately to a British Passport issuing authority.

5 No one included on this application owes money to Her Majesty's Government for repatriation or similar relief.

6 The child is a British National (Overseas).

7 All information given in this application is correct to the best of my knowledge and belief.

Full name of parent or legal guardian

Chinese characters

Address

Daytime Telephone No.

Relationship of applicant to child

Sign

Date

Signature box for parent

(Signature of parent)

\*Cross out whichever does not apply and sign.

**Remember to send in any British passport in which the child is included**

Go to section 6(b)

**6(b)**

Sign

Date

Signature box for applicant

(Signature of applicant)

**IMPORTANT - KEEP WITHIN BORDER.**

Failure to comply with this instruction will invalidate the application.

Go to section 7

**7 Countersignature**

This section must be completed by the person required to confirm the child's identity.

★ Both applicant and countersignatory should read Note 4. Countersignatory should fill in details below

- 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 child) 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 of person who has signed at section 6(a) – not the child's)

has been known personally to me as a (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.

**Check List**

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

enclosed the necessary documents (not photocopies) see Note 7

enclosed the necessary fee ... see Note 9

enclosed photographs (one certified on the back) ... see Note 6

signed the Declaration at section 6

had the application countersigned at section 7

completed the index card and labels

applied for a Hong Kong permanent identity card or attached it... see Note 12

**It is important that all applicants now read Notes 4 to 12**

**FOR OFFICIAL USE ONLY**

Please initial here

Initial box

# Form BNO-B Notes

## British National (Overseas) Passport

### Application for a British National (Overseas) Passport for a child under 16 years

Please keep these Notes until you  
receive the passport

#### Note 1

To help you complete Section 1  
Fill in the child's travel date at Section 1. Remember  
that the Passport Issuing Office needs *at least 4  
weeks* to deal with your application (see Notes 10  
and 4).

#### Note 2

To help you complete Section 4  
You should fill in Section 4 if the child's previous  
passport has been lost or is not available. Please  
give as much information as you can. A replacement  
passport can be issued only after full enquiries.

#### Note 3

To help you complete Section 6  
Section 6 should be filled in and signed by one of  
the parents consenting to the issue of a passport.  
If the parents have not been married to each other,  
consent should be given by the mother. If for any  
reason a parent is not available to complete and  
sign the form this may be done by the adult  
responsible for the child and the written consent of  
a parent or a letter explaining the guardianship  
should be sent with the application.

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 7 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 4

##### CONFIRMATION OF IDENTITY

After you have completed the form up to Section 6,  
Section 7 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 7  
may be completed and signed by a citizen of the  
country in which you are residing, provided that  
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 6.

**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 5

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 6

##### PHOTOGRAPHS

Please send two identical copies of a recent  
photograph of the child.

The photographs should be colour, taken 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 4) should also write on the back of ONE  
photograph the words "I certify that this is a true  
likeness of ....." giving the child's full name and  
adding his/her signature and the date the likeness  
was compared.

#### Note 7

##### DOCUMENTS TO BE PRODUCED

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

Please produce the child's Hong Kong permanent  
identity card if he/she has one.

#### Note 8

**Documents needed if the child's name has  
been changed.**

*If the child's name has been changed (otherwise  
than by adoption), you must send*

Documentary evidence that the child's name has  
been changed for all purposes (e.g. deed poll,  
statutory declaration).

#### Note 9

##### FEES

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

#### Note 10

*Information about how to send your application*

It will take about four weeks to process an  
application for a BN(O) passport if the child does  
not already have a Hong Kong permanent identity  
card (see Note 12). If the child already has a Hong  
Kong permanent identity card it should take  
significantly less time.

When posting the application enclose the child's  
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 the child needs 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 11

*Information on making enquires about your  
passport application*

If possible, you should send your application *at  
least 4 weeks* before the passport is needed (see  
Note 10).

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.

the child's full name;

the child's 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 12

##### 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 on the 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 and applications should be made on  
form ROP94A (for persons under 18), which is  
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](http://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](http://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