

CHECKLIST

BRITISH PASSPORT RENEWAL FOR AGE UNDER 16

All applicants must submit the followings:

- Application for United Kingdom Passport for applicants under 16 (Form C2)
 - Initials are required on page 1 through page 3 of Form C2.
 - Question 8 of Form C2 must be completely filled out and countersigned.

- Passport Authorization Letter

- British Passport Order Form

- Original proof of British citizenship (e.g. expired/expiring UK passport, or full long form UK birth certificate issued within 3 months from time of birth)

- Two recent 2" x 2" full-faced color photographs with a light, plain background and taken less than six months ago. Do not smile or grin. Teeth cannot be shown in the photographs. One of the photographs must be countersigned by the person who has also countersigned the application. Applicant's relatives and notary public will not be accepted as countersignatory.

- Proof of US status, i.e. copy of US permanent resident card, US visa, or US passport.

- If your name has been changed since the issuance of last passport, provide original court order to reflect the name change.

- Form LS01 if you cannot submit your most recent UK passport

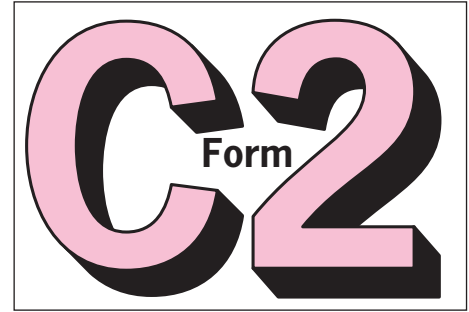
Please complete Child's name (and use ink and capital letters, if handwriting)

Initials _____

Family name _____

Date of Travel ☺ _____

NB. Child must be in the country where this application is being made. If you do not complete all of the sections as indicated, the application will likely be refused.



Do NOT use this form if
the child is 16 or over – use Form C1;
the child is a British National
(Overseas) through having a
connection with Hong Kong–use
Form BNO-B.
(Forms obtainable from any British
Consulate or High Commission)

Application for United Kingdom Passport for applicants under 16

**Read this section
before you
complete the form**

Use this form if you are applying for a United Kingdom passport and the child is a British citizen, British Overseas Territories citizen, British Overseas citizen, British subject or British protected person.

The fee for the passport is payable in local currency at the time of application. A consular premium is included in the fee to provide consular assistance to distressed British nationals. 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: if the child possesses the nationality or citizenship of another country, he/she may lose this when he/she acquires 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. If you enter a Date of Travel above we will try to issue the passport before then.

There is a separate sheet of Notes to help you complete the form. Please refer to these whenever the form tells you to, and follow symbols, e.g. # to INTERPRETATION for definitions at the back of the form. 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

If he/she has one you should submit the child's previous British passport with this application.

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

- A the child's first standard UK passport or a replacement for a standard UK passport that is lost or otherwise unavailable
..... **First Passport**..... **Lost/Unavailable**.....
- B the renewal of the child's existing standard UK passport.....
- C a change of the child's personal particulars or extension..... **New Name**..... **New Photo**.....
..... **Extending the validity period**.....

Please initial here



THE SPACE BELOW IS FOR OFFICIAL USE ONLY

Next action

Empty table for next action details.

Horizontal lines for official use only.

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

1a

To be completed by all applicants
Tick box(es) as appropriate

Child's details

Mr Master Miss Other (Please state)

Family name

Christian or given names

Age last birthday Sex: Male Female

Permanent address (if return address is different please enter in Section 6)

Postcode

Daytime telephone no.

(we may need to get in touch with you urgently)

Town of birth

Country of birth

Date of birth

Has the child's name been changed other than by adoption?

Yes No

Give the previous name

Was the child born in a foreign country and the birth registered at a British Consulate?

Yes No

Name of British Consulate

Date of registration

1b

Was the child registered as a British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person?

Yes No

See Note 1 and then complete details of citizenship documents

Number of document

Place of issue

Date of issue

Go to Section 2

2

To be completed by all applicants
See Note 2

Father's# details

His full name, family name first

His town and country of birth

His date of birth

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

If he has a British passport give:

Number of passport

Place and date of issue

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

Number of his citizenship document

Place and date of issue

Mother's details

Her full name, family name first

Her town and country of birth

Her date of birth

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

If she has a British passport give:

Number of passport

Place and date of issue

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

Number of her citizenship document

Place and date of issue

Parents' marriage

Date of marriage

Place of marriage

Go to Section 3

Please
initial here

3

Previous Passport

See Note 3

Has the child had any sort of passport or travel document before or been included in one? Yes No

Is the previous passport or travel document attached? Yes No

Previous passport number

Go to Section 5

4

Give details of previous passport which has been lost or is not available. You also need to complete an LS01 form. See Note 4

Number issued at

in (year)

Child's name at the time of issue

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

Date and place of loss

When the loss was reported to the police, and where

Go to Section 5

5

To be completed by all applicants

Please give the names of the child's next-of-kin or two relatives or friends who can be contacted if the child meets with an accident. This information will only be used in an emergency.

Name

Address

Postcode

Tel. number

Relationship (if any)

Name

Address

Postcode

Tel. number

Relationship (if any)

Go to Section 7

6

Other information

Please initial here

7

Declaration of parent (or guardian)

To be signed by all applicants
See Note 5

I, the undersigned applicant for the issue of a passport to
.....(insert name of child),
declare that:

- 1 My rights in respect of the above named child have not been limited in any way by the order of any court having jurisdiction over him/her.
- 2 The child has not previously held a passport of any description, or been included in one, other than that stated above and no other application for a passport for the child has been made.
- 3 **The child is, today, in the country of application and will be at the time of issue.**
- 4 (delete if not appropriate) 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 in this application owes money to Her Majesty's Government for repatriation or similar relief.
- 6 No one included in this application has been adopted outside the United Kingdom* or a qualifying territory^{II}, except as mentioned in **Section 6**.
- 7 The child is a
British citizen or
British Overseas Territories citizen or
British Overseas citizen or
British subject or
British protected person

and has not lost or renounced this status.
- 8 All information given in this application is correct to the best of my knowledge and belief.

Sign in box (Parent/Guardian) _____ Date _____

Relationship to child (e.g. Father#, Mother)

IMPORTANT - KEEP WITHIN BORDER.

Failure to comply with this instruction will invalidate the application.

Sign in box _____ Date _____
(Child if aged 12-15, otherwise leave blank)

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 COUNTERSIGNATORY

See Note 6

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

certify that the applicant (i.e. the parent/guardian whose signature appears in Section 7) has been known personally to me for ____ years, and that to the best of my knowledge and belief the facts stated on this form are correct. I am a British citizen/citizen of _____ (insert country)

SIGN

Profession (and professional qualifications)	
Name of firm, business address or official stamp (if applicable)	
Current British passport number (if applicable)	
Daytime telephone number	Date

Checklist

When you have completed the form

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

- Photographs (one certified on back)–**See Note 7**
- Fee–**See Note 8**
- Documents–**See Note 9**

and remember to sign the form at **Section 7 'Declaration of parent (or guardian)'**

It is IMPORTANT that all applicants read notes

FOR OFFICIAL USE ONLY

CAUTION

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

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*):

- \$212.00 per person: Application for a UK passport for adults over 16 (Form C1/Form BNO-A) – 32 page passport
 \$256.00 per person: Application for a UK passport for adults over 16 (Form C1/Form BNO-A) – 48 page passport
 \$135.00 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

Application for United Kingdom Passport for applicants under 16

Notes for FORM C2

Please keep these Notes until you receive the passport

Note 1 – Section 1b – Registration

You should complete Section 1b if the child was registered at the Home Office or by the Governor of a British Overseas Territory and became a British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person. You should forward the child's original citizenship document with the form when applying for a first passport.

If the child was registered as a British Overseas Territories citizen after 20 May 2002 he/she will only be eligible for passport facilities as a British citizen once he/she has been registered as such a citizen by the Home Office in the United Kingdom.

Note 2 – Section 2 – Parents' Details

Because birth in the United Kingdom* after 31 December 1982 does not automatically confer British citizenship, additional information and documentation is required to establish the national status of the child under the British Nationality Act 1981, which came into force on 1 January 1983.

After 20th May 2002 the same requirements apply for birth in a qualifying territory[¶].

If the child was born outside the United Kingdom* or a qualifying territory[¶] he/she may have a claim to British citizenship and/or British Overseas Territories citizenship if he/she had a parent or parents born in the United Kingdom* or a qualifying territory[¶].

Note 3 – Section 3 – Previous Passport

If the child has had a previous British passport, a Commonwealth passport, a foreign passport or other travel document of any description or been included in one you should tick Yes and complete the details.

If the child has never held a passport of any kind, you should tick No.

If the child was born outside the country of application, you should send the passport in which the child was included when he/she previously travelled.

If the child is included in your British passport, or in a relative's British passport, you should enclose it with this application so that the child's particulars may be deleted from it.

Note 4 – Section 4 – Lost or Stolen Passports

Please give as much information as you can. A new passport can only be issued after exhaustive enquiries.

You also need to complete a 'Lost or Stolen Passport Notification' form (Form LS01).

Note 5 – Section 7 – Declaration of Parent (or Guardian)

A parent (or guardian) should complete and sign Section 7. If the child is illegitimate, the mother should give consent. If for any reason a parent/guardian is not available to complete and sign the form the adult responsible for the child may do so provided a parent/guardian gives written consent or writes a letter explaining the circumstances. This together with evidence of the parent's/guardian's identity and relationship to the child, for example, their passport and long-form birth certificate, should accompany the application. In some countries it may be necessary for both parents to sign.

Note 6 – Section 8 – Countersignature

When you have completed the form, someone who has known **You** (not the child) personally for at least two years should complete and sign Section 8. That person should be a British citizen, other British national or Commonwealth citizen who is a Member of Parliament, Justice of the Peace, Minister of Religion, Bank Officer, Established Civil Servant, or professionally qualified person, e.g. Lawyer, Engineer, Doctor, School Teacher, Police Officer or a person of similar standing. Procedures include a check on the authenticity of countersignatories.

If you do not know a British national or other Commonwealth citizen locally with those qualifications, a citizen of the country in which you are residing may complete and sign the form, provided he/she has a similar standing in that country has known you for two years and the Consul considers his/her signature to be acceptable. A member of your family should not countersign. (See also **Note 7, 'Photographs'**). In certain cases you may be asked to produce further documentary evidence of identity for the child.

Note 7 – Photographs

Please send two identical copies of a photograph of the child taken within the last three months.

The photographs should be in colour or black and white and taken full face without a hat or dark spectacles, and must have a white background. Provided they show the full face, religious head covering need not be removed. The size should be 45mm by 35mm (1.77 inches by 1.38 inches) and they should be printed on normal thin photographic paper and 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.....' and add his/her signature and the date.

Note 8 – Fee

The fee for a United Kingdom passport is payable in local currency at the time of the application.

Note 9 – Documents to be produced

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

The following page shows which documents you should produce with the application. Please study it carefully and make sure that you submit the right documents. Documents are not normally needed if you are surrendering the child's recently expired, unrestricted previous British passport showing the national status as British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person and all other details are the same.

Note 10 – How to submit your application

Wherever possible please submit the application at least four weeks before you need the passport.

Once you have completed and signed the form, please then complete the checklist on the back of the form.

INTERPRETATION

- # Father, for the purposes of nationality and eligibility for passports, refers ONLY to the father of a legitimate child.
- * United Kingdom includes England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man. The European Union[◇] (EU) provisions relating to the free movement of labour and the right of establishment do not apply to Channel Islanders and Manxmen unless they can show that they have a close connection with mainland United Kingdom through birth, descent, adoption, naturalisation, registration or residence. They may, therefore, be asked for information to determine whether such a connection exists. Where it does not, the passport will be endorsed to the effect that the holder is not entitled to benefit from EU provisions relating to the free movement of persons and services.
 - ◇ European Union member states are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden and the United Kingdom.
New member states from 1 May 2004 are Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovak Republic and Slovenia.
- II Qualifying Territories for the purposes of the British Nationality Act 1981 and the British Overseas Territories Act 2002 are Anguilla, Bermuda, British Indian Ocean Territories, Cayman Islands, Falkland Islands and Dependencies, Gibraltar, Monserrat, Pitcairn (Henderson, Ducie and Oeno Islands), St Helena and Dependencies, Turks and Caicos Islands and British Virgin Islands.

DOCUMENTS TO BE PRODUCED FOR A BRITISH CITIZEN PASSPORT

If the child was born or adopted IN the United Kingdom*, or IN a qualifying territory^{II} AFTER 20 May 2002;

- A. Child's **full** birth or adoption certificate showing both parents'/adoptive parents' names: plus.
- B. If the mother/adoptive mother was born in the United Kingdom* or a qualifying territory^{II}, her **full** birth certificate: or
- C. If the father#/adoptive father only was born in the United Kingdom* or a qualifying territory^{II}, his **full** birth certificate, **full** marriage certificate and evidence of termination of any previous marriages: or
- D. If neither parent/adoptive parent was born in the United Kingdom* or a qualifying territory^{II}, evidence that the mother/adoptive mother is a British citizen or similar evidence that the father#/adoptive father is a British citizen, his **full** marriage certificate and evidence of termination of any previous marriages: or
- E. If neither parent is a British citizen, their passports or other evidence that they are "settled" in the United Kingdom* with indefinite leave to remain. If only the father# is "settled" his **full** marriage certificate and evidence of termination of any previous marriages should also be supplied. Adopted children of non-British citizen parents who are "settled", do NOT have an automatic claim to British citizenship.

If the child was born OUTSIDE the United Kingdom*, or OUTSIDE a qualifying territory^{II} after 20 May 2002;

- F. The child's consular birth certificate: or
- G. If the parent(s) were born in the United Kingdom* or a qualifying territory^{II} documentary evidence as at B or C above and the child's **full** local or British Forces birth certificate showing parents' names: or
- H. If neither parent was born in the United Kingdom* or a qualifying territory^{II}, documentary evidence that the mother is a British citizen otherwise than by descent, e.g. naturalisation or registration certificate; or similar evidence that the father# is a British citizen otherwise than by descent, his **full** marriage certificate and evidence of termination of any previous marriages.

If the child is a British citizen by registration

- I. The child's registration document.

If the child was adopted OUTSIDE the United Kingdom* or a qualifying territory^{II} by (a) British citizen parent(s);

Adoption overseas does NOT by itself confer British nationality. If the child was adopted outside the United Kingdom* or OUTSIDE a qualifying territory^{II} after 20 May 2002 you should state the date and place of adoption and nationality of adoptive parents in Section 6 and consult the nearest British Consulate, Embassy or High Commission.

OTHER BRITISH NATIONAL PASSPORTS

If the child is a British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or a British protected person by registration you should supply the child's document showing that particular description.

Where the child is both a British citizen and a British Overseas Territories citizen you should indicate in Section 6 which status you require on the details page of the passport. If you are applying for a passport describing the child as a British Overseas Territories citizen you should construe references to the United Kingdom* or a qualifying territory^{II}, as pertaining to the territory from which the child derives his/her national status and references to British citizen as pertaining to British Overseas Territories citizen.

OTHER MEANS OF ESTABLISHING IDENTITY

For first passport applications you may be asked to attend an interview and/or produce other documentary evidence of identity for the child, e.g. school and/or medical records and family photographs.

CHANGE OF NAME

If the child's name has been changed otherwise than by adoption you should **also** provide documentary evidence that the name has been changed for all purposes. A deed poll and/or statutory declaration **together with at least three** other documents in the new identity would normally be sufficient.

PREVIOUS PASSPORT

When you apply for a new passport for the child you must surrender any previous British passport for cancellation. A new passport may not be post-dated to the date of expiry of a previous passport.

FOOTNOTES

British Nationality Act 1981

The British Nationality Act 1981 created three new citizenship categories to replace citizenship of the United Kingdom and Colonies. These were:–

- A. British citizenship for those persons with a right of abode in the United Kingdom*;
- B. British Dependent Territories citizenship for those persons with a close connection with a British Dependent Territory; (British Dependent Territories citizens became British Overseas Territories citizens on 26 February 2002 and most of those also became British citizens on 21 May 2002); and
- C. British Overseas citizenship for those citizens of the United Kingdom and Colonies who had no right of abode in the United Kingdom* or close connection with a then British Dependent Territory (now British Overseas Territory).

Immigration Status

From 1 January 1983 no endorsement about immigration status is applied to passports issued to British citizens as they are automatically exempt from United Kingdom immigration control and have the right to take up employment or to establish themselves in business or other self-employed activity in another member state of the European Union◇.

However, it will continue to be necessary to determine the immigration status under the Immigration Act 1971 of all applicants for passports. Passports issued to British Overseas citizens, British subjects or British protected persons will continue to be endorsed to show their immigration status under that Act.

How to obtain birth or adoption certificates

If the child was born or adopted in England and Wales you can obtain a birth/adoption certificate from the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport, Merseyside, PR8 2HH. The despatch of certificates may be expedited if, when you write, you state full particulars of the child, date and place of birth (full address) and full names of parents including mother's maiden name.

For births or adoptions which occurred in Scotland, Northern Ireland or Ireland apply respectively to the Registrar-General, New Register House, 3 West Register Street, Edinburgh EH1 3YT; the Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1 4HL; the Registrar-General, Joyce House, 8-11 Lombard Street East, Dublin 2.

If the child was born overseas and the birth was registered at a British Embassy, Consulate, High Commission or HM Forces Unit, you may also obtain certificates from the General Register Office in Southport.