



# Guidance notes

DIPLOMATIC FORMS (DEC 2008)

VAFDIP1 • VAF DIP1 (DEP) • VAFDIP2 • VAFDIP3

This booklet is provided free of charge.

For help completing these forms we strongly advise you read these guidance notes

Further guidance and information can be obtained from your local Visa Application Centre or by visiting website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

## The following guidance notes apply to questions 1 - 24

### 1 Given name(s) (as shown in your passport)

These are all the names you were given at birth, but not your family/surname. They must be the same as recorded in your passport. Please do not use titles such as Mr, Snr or Esq.

### 2 Family name (as shown in your passport)

The name by which your family is known (also known as surname/last name) and must be as recorded in your passport. Please do not use titles such as Snr.

### 3 Other names (including any other names you are known by and/or any other names that you have been known by)

Any other names by which you are or have been known, for example, maiden name, name at birth, if different.

### 4 Sex

This should be your sex at time of application.

### 5 What is your marital status?

This is your current marital status

Unless single, please provide evidence of your marital status e.g. marriage or civil partnership certificate, divorce certificate, death certificate

**Single** - You have never entered into a legally recognised marriage or civil partnership.

**Married** - You and your partner have entered into a marriage, which is legally recognised and documented.

**Civil partnership** - You and your same sex partner have entered into a partnership, which is legally recognised and documented.

**Unmarried partner** - You currently live in a marriage-like relationship with your partner without being legally married.

**Divorced/dissolved partnership** - Your marriage/civil partnership has been legally dissolved by legal authority, usually a family court, and you have documentary evidence to this effect.

**Widowed/surviving civil partner** - Your partner, male or female, is deceased and, immediately prior to their death, you were in a legal marriage/civil partnership.

**Separated** - You and your partner/spouse no longer live as a married couple, and would normally live apart, but you have not finalised divorce proceedings to terminate the marriage.

### 6 Date of Birth

In DD/MM/YYYY format. As recorded in your passport.

### 7 Place of Birth

This must be the village/town/city and state/province in which you were born.

### 8 Country of Birth

Enter the country of birth exactly as it appears on the title page of your passport.

### 9 Nationality

This must correspond with the authority that issued your travel document/passport. If you hold dual nationality you should select the issuing country of the passport/travel document you wish to travel with. If 'Stateless' please enter this as your nationality and

provide details of the country that issued your travel document.

### 10 Do you hold, or have you ever held, any other nationality or nationalities?

Answer Yes/No. If 'Yes', please provide details of which nationality or nationalities you hold or have held, along with details of your travel document or passport number if applicable/available.

### 11 Current passport or travel document number

The number should be entered as shown in your passport. If you hold a 1951 Convention travel document please provide this number

### 12 Place of Issue

Please include both the city and the country that issued the passport or travel document.

### 13 Issuing Authority

This is the National Authority that issued the passport or travel document. Their details can be found in your passport or travel document.

### 14 Date of Issue

In DD/MM/YYYY format.

### 15 Date of Expiry

In DD/MM/YYYY format.

### 16 Is this your first passport?

Answer Yes/No

### 17 Your contact address (please include full address, telephone number, email address)

Please give details as requested

### 18 Father's full name

These are all the names of your father including family/surname

### 19 Mother's full name

These are all the names of your mother including family/surname

### 20 Full name of spouse/partner

Please provide your spouse's/partner's full names as they appear in their passport. If widowed, divorced or separated please provide the full name of your former or deceased spouse/partner. If you have more than one spouse/partner please provide details on an additional sheet of paper

### 21 Spouse/partner's nationality/nationalities

All nationalities your spouse/partner holds now or held at the time of their birth irrespective of whether he/she has a passport or travel document for any of these

### 22 Spouse/partner's date of birth

In DD/MM/YYYY

### 23 Have you ever been refused a visa for the UK?

Answer Yes/No. Please provide details of all refused visa applications

### 24 Have you ever been refused a visa for any other country?

Answer Yes/No. Please provide details of all refused visa applications

## Declaration

You must now read the declaration and sign it. This must be signed by the applicant personally and not by a representative or other person acting on his/her behalf. An application for a person under the age of 18 may be completed by the parent or legal guardian.