



# Applying for a passport from outside the UK

## Supporting Documents

**Group 3:** Your application will be delayed if you do not include all your supporting documents. If we have to write to you for missing, or additional documents, you'll need to send them to us within 6 weeks. If you do not we will withdraw your application and you will not get a refund.

Passport Type		2 recent identical photos	Current British Passport ①	A full colour copy of any other uncancelled passports relating to you ②	Identity documents	Full birth (civil and hospital) or adoption certificate ③	Certificate of registration/naturalisation	Parents' documents	Grandparents' documents	Change of name documents	Other requirements
Renewal	Renew a British passport (with no changes)	✓	✓	✓	✓ See table A	✗	✗	✗	✗	✗	Check table E
First British passport (including where you hold an "Old Blue" hardback style passport)	Born or adopted before 1 January 1983 (not naturalised or registered)	✓	✗	✓	✓ See table A	✓ See table C if you were born or adopted outside the UK	✗	✓ See table B if you were born or adopted in the UK See table C if you were born or adopted outside the UK	✗	Check table D	Check table E
	Born or adopted 1 January 1983 to 30 June 2006 (not naturalised or registered)	✓	✗	✓	✓ See table A	✓ See table C if you were born or adopted outside the UK	✗	✓ See table B if you were born or adopted in the UK See table C if you were born or adopted outside the UK	See table E	Check table D	Check table E
	Born or adopted after 1 July 2006 (not naturalised or registered)	✓	✗	✓	✓ See table A	✓ See table C if you were born or adopted outside the UK	✗	✓ See table B if you were born or adopted in the UK See table C if you were born or adopted outside the UK	See table E	Check table D	Check table E
	When you have been naturalised or registered as British	✓	✗	✓	✓ See table A	✓ For child applications only	✓	✗	✗	Check table D	Check table E
Lost and stolen	Lost or stolen replacement	✓	✗	✓	✓ See table A	✓	✗	✗	✗	Check table D	Check table E
Damaged	Damaged passport replacement	✓	✓ Current damaged passport	✓	✓ See table A	✗	✗	✗	✗	Check table D	Check table E

- ① Current British passport: If you are in a country where you must apply in person, you must bring your current British passport with you when you apply, and also bring a full colour photocopy of the entire passport (every page including blank pages).
- ② Uncancelled non-British passports: Please send us a colour photocopy of your non-British passport (every page including blank pages). We retain the right to ask for the original passport. We will let you know by email or post if we need you to send it to us.
- ③ Full birth or adoption certificate: This must show both the child's and parents' details.

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Passport Type	2 recent identical photos	Current British Passport ①	A full colour copy of any other uncancelled passports relating to you ②	Identity documents	Full birth (civil and hospital) or adoption certificate ③	Certificate of registration/naturalisation	Parents' documents	Grandparents' documents	Change of name documents	Other requirements	
Changes to a British passport	Name change	✓	✓	✓	✓	✗	✗	✗	✗	Check table D	Check table E
	Photo changes	✓	✓	✓	✓	✗	✗	✗	✗	Check table D	Check table E
See table A											
Change from British overseas territories citizenship to British citizenship	Born before 1 January 1983	✓	✓ Your current British overseas territories citizen passport	✓	✓	✓	✗	✗	Check table D	Check table E	
	Born between 1 January 1983 and 30 June 2006	✓	✓ Your current British overseas territories citizen passport	✓	✓	✓	✓	✓	Check table D	Check table E	
	Born on or after 1 July 2006	✓	✓ Your current British overseas territories citizen passport	✓	✓	✓	✓	✓	Check table D	Check table E	
	Registered or naturalised as a British overseas territories citizen before 21 May 2002	✓	✓ Your current British overseas territories citizen passport	✓	✓	✓	✓	✓	Check table D	Check table E	
See table A											

- ① Current British passport: If you are in a country where you must apply in person, you must bring your current British passport with you when you apply, and also bring a full colour photocopy of the entire passport (every page including blank pages).
- ② Uncancelled non-British passports: Please send us a colour photocopy of your non-British passport (every page including blank pages). We retain the right to ask for the original passport. We will let you know by email or post if we need you to send it to us.
- ③ Full birth or adoption certificate: This must show both the child's and parents' details.

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Other British national to British citizen		✓	✓ Your current British national passport. For example, British overseas citizen	✓	✓ See table A	✗	✓	✗	✗	Check table D	Check table E
Extension	Extension	✓	✓	✓	✓ See table A	✗	✗	✗	✗	Check table D	Check table E

- ① Current British passport: If you are in a country where you must apply in person, you must bring your current British passport with you when you apply, and also bring a full colour photocopy of the entire passport (every page including blank pages).
- ② Uncancelled non-British passports: Please send us a colour photocopy of your non-British passport (every page including blank pages). We retain the right to ask for the original passport. We will let you know by email or post if we need you to send it to us.
- ③ Full birth or adoption certificate: This must show both the child's and parents' details.

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## Supporting Documents

**Table A**

**Identity, name and address and/or residency evidence**

**First British Passport**

If you are applying for a First British Passport you must provide a minimum of **3 documents** from the list below as evidence of name and address and/or residency including:

- at least **one** document with photo identity; **and**
- **two** documents which show both your name and address and/or proof of residency

- Non-British uncanceled passport
- National identity card or equivalent (or colour photocopy)
- Driving licence
- Any government or local government produced document which includes a photograph as part of the document
- Visa or residence permit (or colour photocopy)
- Tax record (for example, a letter from a tax authority)
- Educational record (for example, a school report)
- Employment record (for example, an official letter from your employer)
- Letter sent to you from a central, regional or local government department
- Medical/health card
- Voter's card
- Immigration documents.

As well as the above, if you are applying for a Child First British Passport the following documents are also accepted. One of the documents provided should show a link to the parent applying and show that the child and parent are resident where they are applying from.

You must also provide a selection of family photographs of the child with the parents, named and dated over a period of time from birth to current day

- Parents' identity cards
- Child's school records
- Medical/hospital records (birth records)
- Mother's antenatal records

**All Other Applications**

For all other passport applications, you must provide from the list below:

- at least **one** document with photo identity; **and**
- **one** document as evidence of name and address and/or residency within the last year

- Your British passport (if you are renewing)
- Non-British uncanceled passport
- National identity card or equivalent (or colour photocopy)
- Visa or residence permit (or colour photocopy)
- Tax record (for example, a letter from a tax authority)
- Educational record (for example, a school report)
- Employment record (for example, an official letter from your employer)
- Letter sent to you from a central, regional or local government department
- Medical/health card
- Voter's card
- Immigration documents

# Applying for a passport from outside the UK

## Supporting Documents

Table B					
First British passport applicants born or adopted in the UK – parents' or adoptive parents' documents					
Born before 1 January 1983	<p>For <b>both</b> of your parents, please provide the following evidence:</p> <ul style="list-style-type: none"> <li>• their passports at the time of the applicant's conception</li> <li>• full birth certificates (showing both the child's and parents' details)</li> <li>• their marriage certificate.</li> </ul>				
Born on or after 1 January 1983	<p>For <b>both</b> of your parents, please provide evidence under <u>either</u> 1 or 2. We need to see:</p> <table border="1"> <tbody> <tr> <td>1.</td> <td> <ul style="list-style-type: none"> <li>• their passports at the time of the applicant's conception; <b>and</b></li> <li>• full birth certificates (showing both the child's and parents' details) or certificates of registration or naturalisation; <b>and</b></li> <li>• their marriage certificate (this does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions).</li> </ul> </td> </tr> <tr> <td>2.</td> <td> <ul style="list-style-type: none"> <li>• their non-British passports showing indefinite leave to remain at the time of the applicant's conception (this can be current or expired passports); <b>and</b></li> <li>• their marriage certificate (this does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions)</li> </ul> </td> </tr> </tbody> </table>	1.	<ul style="list-style-type: none"> <li>• their passports at the time of the applicant's conception; <b>and</b></li> <li>• full birth certificates (showing both the child's and parents' details) or certificates of registration or naturalisation; <b>and</b></li> <li>• their marriage certificate (this does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions).</li> </ul>	2.	<ul style="list-style-type: none"> <li>• their non-British passports showing indefinite leave to remain at the time of the applicant's conception (this can be current or expired passports); <b>and</b></li> <li>• their marriage certificate (this does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions)</li> </ul>
1.	<ul style="list-style-type: none"> <li>• their passports at the time of the applicant's conception; <b>and</b></li> <li>• full birth certificates (showing both the child's and parents' details) or certificates of registration or naturalisation; <b>and</b></li> <li>• their marriage certificate (this does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions).</li> </ul>				
2.	<ul style="list-style-type: none"> <li>• their non-British passports showing indefinite leave to remain at the time of the applicant's conception (this can be current or expired passports); <b>and</b></li> <li>• their marriage certificate (this does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions)</li> </ul>				

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## Supporting Documents

Table C	
First British passport applicants born or adopted outside the UK – parents' or adoptive parents' documents	
Please provide the following:	
The passport you entered the country from which you are applying, and if different any non-British passport held as well as evidence shown in the table below:	
Born before 1 January 1983	<ul style="list-style-type: none"> <li>• both parents' full birth certificates (showing both the child's and parents' details) or your father's naturalisation or registration certificate; <b>and</b></li> <li>• parents' marriage certificate; <b>and</b></li> <li>• both parents' passports at the time of the applicant's conception.</li> </ul>
Born on or after 1 January 1983	<ul style="list-style-type: none"> <li>• both parents' full birth certificates (showing both the child's and parents' details) <b>or</b> both parents' naturalisation or registration certificates; <b>and</b></li> <li>• parents' marriage certificate (this does not apply for those born on or after 1 July 2006); <b>and</b></li> <li>• both parents' passports at the time of the applicant's conception</li> </ul>
Born abroad but adopted in the UK before 1 January 1983	<ul style="list-style-type: none"> <li>• the child's full adoption certificate (showing both the child's and parents' details); <b>and</b></li> <li>• evidence of adoptive parent's claim to British nationality by providing their UK birth or adoption, naturalisation or registration certificate; <b>and</b></li> <li>• if the adoption is a joint adoption, we need evidence of the adoptive father's claim to British nationality.</li> </ul>
Applicants who were adopted abroad who do not have a naturalisation or registration certificate	<ul style="list-style-type: none"> <li>• an adoption certificate (where the Hague Convention applies the certificate should clearly state that the adoption took place under the Hague Convention under Article 17 of the Convention on Intercountry Adoption); <b>and</b></li> <li>• one adopter's claim to British nationality by providing their birth certificates or naturalisation or registration certificate; <b>and</b></li> <li>• 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.</li> </ul>

# Applying for a passport from outside the UK

## Supporting Documents

**Table D**

### Change of name evidence

If not already provided from the list at Table A, please provide **3 documents** as evidence of your name in current use dated within the last year, and at least one of the following for each change of name that has taken place:

- 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
- Completed PD2 form for those about to marry or form a civil partnership (see [www.gov.uk/changing-passport-information](http://www.gov.uk/changing-passport-information))

If you are going back to your maiden or unmarried name, we also need **all** of the following:

- A signed statement saying that you now use your maiden name for all purposes.
- Your birth certificate **and either**:
- A decree absolute showing both names **or**
- A marriage certificate showing both names

To change the name of a child on a passport, you must provide evidence that everyone who has parental responsibility for the child has given permission to change the child's name. If this cannot be supplied, you must send a court order allowing the name change.

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Table E		
Other information		
We may need more information for the following:		Please provide:
For First Time Applicants:	If you are applying from a country that is not the country where you were born.	<ul style="list-style-type: none"> <li>the passport or travel document that you used to travel to your country of residence, and</li> <li>an explanation of why you are not applying in your country of birth</li> </ul>
	If your parents were born on or after 1 January 1983	<ul style="list-style-type: none"> <li>evidence of your grandparents' claim to British nationality by providing their birth certificates and, in the case of grandfathers, the marriage certificate to your grandmother. This does not apply if your parent's British nationality is based on registration, naturalisation or their immigration status.</li> </ul>
For Lost or Stolen replacement:	If you are applying for a replacement passport at the same time as reporting it lost or stolen.	<ul style="list-style-type: none"> <li>an LS01 form with your application. See the guidance at <a href="http://www.gov.uk/overseas-passports">www.gov.uk/overseas-passports</a></li> </ul>
For children:	Where there is a court order in place <ul style="list-style-type: none"> <li>relating to their care or</li> <li>that provides or removes parental responsibility and rights or</li> <li>that limits the movement of the child from the country of residence.</li> </ul>	<ul style="list-style-type: none"> <li>the court order.</li> </ul>
	The child is looked after by social services.	<ul style="list-style-type: none"> <li>a letter from the Director of Social Services (or equivalent) confirming that social services has parental responsibility for the child and include any relevant court order(s) to support this.</li> </ul>
	The applicant does not have parental responsibility for the child who is the subject of the application.	<p><u>Either:</u></p> <ul style="list-style-type: none"> <li>a statutory declaration explaining that you are acting in the place of a parent, explaining why and whether anyone with parental responsibility exists. You should include several pieces of documentary evidence which supports this, <b>or</b></li> <li>if you are a testamentary guardian, documentary evidence explaining that you have been appointed a testamentary guardian of the child, including a copy of the will and death certificate</li> <li>confirm whether any other person holds parental responsibility and/or court orders are in place affecting the child. If court orders are in place, include these.</li> </ul>
For adults when applying for:	A British National (overseas) passport.	<ul style="list-style-type: none"> <li>a colour photocopy of both sides of your Hong Kong permanent identity card</li> </ul>
	A British Protected Person passport.	<ul style="list-style-type: none"> <li>a signed letter confirming you have not become a citizen of the country of your birth at any time since your current passport was issued, nor gained any other nationality since 16th August 1978</li> </ul>
Or when:	Your claim to British nationality is based on your parents' Crown or Community Service.	<ul style="list-style-type: none"> <li>full details of your parent's Crown or Community Service, providing supporting documents from their employer that supports those details.</li> </ul>
	You want to have your title shown in your passport.	<ul style="list-style-type: none"> <li>we can add a limited number of titles to your British passport if you ask. Visit <a href="http://www.gov.uk/changing-passport-information">www.gov.uk/changing-passport-information</a> for more information.</li> </ul>
	You are changing the gender on your passport.	<ul style="list-style-type: none"> <li>you can get more guidance at <a href="http://www.gov.uk/changing-passport-information">www.gov.uk/changing-passport-information</a></li> </ul>
<ul style="list-style-type: none"> <li><b>Unable to sign:</b> A person who fills in the form on behalf of an applicant who cannot sign the declaration must provide a letter explaining the reason they have done so.</li> <li><b>Extension:</b> If your passport was restricted because you were unable to provide all the documents we need, please also send in the documents that were missing from your original application.</li> </ul>		