

# Supporting Documents

## Group 3

Use this checklist to find out what documents to send us. Once we have considered your passport application, we may still need to ask you for more information.

	Passport type		2 recent identical photos	Previous British passport	Any other uncancelled passports relating to you	Identity Documents	Full birth (civil and hospital where applicable) or adoption certificate	Certificate of registration/naturalisation	Parents' documents	Grandparents' documents	Change of name documents	Other requirements
1	Renewal	Renew a British passport (with no changes)	✓	✓	✓	✓ See table A	✗	✗	✗	✗	✗	Check table E
2	First British passport (including where you hold an "old blue" passport)	Born or adopted before 1 January 1983 (not naturalised or registered)	✓	✗	✓	✓ See table A	✓ See table C if you were born or adopted overseas	✗	✓ See table B if you were born or adopted in the UK See table C if you were born or adopted overseas	✗	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 overseas	✗	✓ See table B if you were born or adopted in the UK See table C if you were born or adopted overseas	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 overseas	✗	✓ See table B if you were born or adopted in the UK See table C if you were born or adopted overseas	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
3	Lost and Stolen	Lost or stolen replacement	✓	✗	✓	✓ See table A	✓	✗	✗	✗	Check table D	Check table E

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4	Damaged	Damaged passport replacement	✓	✓ Previous damaged passport	✓	✓ See table A	✗	✗	✗	✗	Check table D	Check table E
5	Extension	Extension	✓	✓	✓	✓ See table A	✗	✗	✗	✗	Check table D	Check table E
6	Changes to a British Passport	Name change	✓	✓	✓	✓ See table A	✗	✗	✗	✗	Check table D	Check table E
		Photo change	✓	✓	✓	✓ See table A	✗	✗	✗	✗	Check table D	Check table E
7	Change from British Overseas Territories Citizenship to British Citizenship	Born before 1 January 1983	✓	✓ Your previous British Overseas Territories Citizen passport	✓	✓ See table A	✓	✓ Or birth or adoption certificate	✗	✗	Check table D	Check table E
		Born between 1 January 1983 and 30 June 2006	✓	✓ Your previous British Overseas Territories Citizen passport	✓	✓ See table A	✓	✓ Or birth or adoption certificate	✓ Or certificate of registration or naturalisation as a British Overseas Territory Citizen or British Citizen	✓	Check table D	Check table E
		Born on or after 1 July 2006	✓	✓ Your previous British Overseas Territories Citizen passport	✓	✓ See table A	✓	✓ Or birth or adoption certificate	✓ Or certificate of registration or naturalisation as a British Overseas Territory Citizen or British Citizen	✓	Check table D	Check table E
8	Other British national to British citizen		✓	✓ Your previous British National or Subject passport	✓	✓ See table A	✗	✓	✗	✗	Check table D	Check table E

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Table A	
Identity, name and address evidence	
<b>First British Passport</b>	<p>If you are applying for a <b>First British Passport</b> we need to see a minimum of <b>4 documents</b> from the list below, as evidence of name and address including at least one document with photo identity (if a passport is not being submitted):</p> <ul style="list-style-type: none"> <li>• National identity card or equivalent (or colour photocopy)</li> <li>• Visa or residence permit (or colour photocopy)</li> <li>• Tax record eg a letter from a tax authority</li> <li>• Educational record eg school report</li> <li>• Employment record eg official letter from your employer</li> <li>• Letter sent to you from a central, regional or local government department</li> <li>• Baptismal or naming certificate</li> <li>• Medical/health card</li> <li>• Driving licence</li> <li>• Voter's card</li> <li>• Parents' death certificates if applicable</li> <li>• Immigration documents.</li> </ul>
<b>Child First British Passport</b>	<p>If you are applying for a <b>Child First British Passport</b> 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 living at the address given.</p> <p>In addition to the minimum of 4 documents that we need to see, please also provide a selection of family photographs of the child with the parents, named and dated over a period of time:</p> <ul style="list-style-type: none"> <li>• Parents' passports at the time of the applicant's conception</li> <li>• Parents' identity cards</li> <li>• Child's school records</li> <li>• Medical/hospital records (birth records)</li> <li>• Mother's antenatal records</li> </ul>
<b>All Other Applications</b>	<p>For all other passport applications, you must provide one of the following documents as evidence of name and address within the last year, and at least one document with photo identity (if a passport is not being submitted):</p> <ul style="list-style-type: none"> <li>• National identity card or equivalent (or colour photocopy)</li> <li>• Visa or residence permit (or colour photocopy)</li> <li>• Tax record eg a letter from a tax authority</li> <li>• Educational record eg school report</li> <li>• Employment record eg official letter from your employer</li> <li>• Letter sent to you from a central, regional or local government department.</li> </ul>

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Table B		
Applicants born or adopted in the UK – parents’ or adoptive parents’ documents		
Born before 1 January 1983	For <b>both</b> of your parents, please provide the following evidence:	
	<ul style="list-style-type: none"> <li>• their passports at the time of the applicant’s conception</li> <li>• full birth certificates</li> <li>• their marriage certificate.</li> </ul>	
Born on or after 1 January 1983	For <b>both</b> of your parents, please provide evidence under <u>either</u> 1 or 2. We need to see:	
	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 <b>or</b> 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 foreign passports showing indefinite leave to remain at the time of the applicant’s conception; <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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Table C	
Applicants born or adopted overseas – parents’ or adoptive parents’ documents	
Please provide the following:	
The passport you entered the UK with or any foreign passport held and if the birth certificate you provide has not been issued by a British Embassy, High Commission or Consulate showing parents’ details also provide evidence as shown in the table below:	
<b>Born before 1 January 1983</b>	<ul style="list-style-type: none"> <li>• Both parents’ full birth certificates</li> <li>• Your father’s naturalisation or registration certificate</li> <li>• Parents’ marriage certificate</li> <li>• Both parents’ passports at the time of the applicant’s conception.</li> </ul>
<b>Born on or after 1 January 1983</b>	<ul style="list-style-type: none"> <li>• Both parents’ full birth certificates</li> <li>• Both parents’ naturalisation or registration certificates</li> <li>• Parents’ marriage certificate (this does not apply for those born on or after 1 July 2006)</li> <li>• Both parents’ passports at the time of the applicant’s conception.</li> </ul>
<b>Born abroad but adopted in the UK before 1 January 1983</b>	<ul style="list-style-type: none"> <li>• The child’s full adoption certificate</li> <li>• Evidence of adoptive parent’s claim to British nationality by providing their UK birth or adoption, naturalisation or registration certificate</li> <li>• If the adoption is a joint adoption, we need evidence of the adoptive father’s claim to British nationality.</li> </ul>
<b>Applicants who were adopted abroad who do not have a naturalisation or registration certificate</b>	<ul style="list-style-type: none"> <li>• An adoption certificate which clearly states that the adoption took place under the Hague Convention under Article 17 of the Convention on Intercountry Adoption</li> <li>• And, one adopter’s claim to British nationality by providing their birth certificates or naturalisation or registration certificate</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>

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Table D	
Change of name evidence	
If not already provided from the list at Table A, please provide <b>3 documents</b> 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.	
<ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• Civil partnership certificate</li> <li>• Gender recognition certificate</li> <li>• Enrolled deed poll</li> <li>• Change of name deed</li> <li>• Certificate of naturalisation or registration</li> <li>• Statutory declaration or affidavit</li> <li>• Birth certificate (upon re-registration)</li> <li>• Certificate from the Court of the Lord Lyon of Scotland</li> <li>• IPS form PD2 for those about to marry or form a civil partnership (see <a href="http://www.gov.uk">www.gov.uk</a>).</li> </ul>	
If you are going back to your maiden or unmarried name, we also need <b>all</b> of the following:	If you are changing the spelling of your name slightly (for example, Bryan to Brian), changing the order in which your forenames appear in your passport or dropping a forename, we also accept one of the following.
<ul style="list-style-type: none"> <li>• Your birth certificate</li> <li>• A degree absolute showing both names</li> <li>• A marriage certificate showing both names</li> <li>• A signed statement saying that you now use your maiden name for all purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• A letter from a central, regional or local government department</li> <li>• A driving licence</li> <li>• A baptismal or confirmation certificate.</li> </ul>
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.	

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Table E		
Other information		
We may need more information for the following:		Please provide:
<b>For First Time Applicants:</b>	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>
<b>For Lost or Stolen replacement:</b>	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">www.gov.uk</a></li> </ul>
<b>For children:</b>	Where there is a court order in place <ul style="list-style-type: none"> <li>- relating to their care or</li> <li>- that provides 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 subject of the application.	Either: <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>
<b>For adults when applying for:</b>	A British National (overseas) passport	<ul style="list-style-type: none"> <li>a colour photocopy 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>
<b>Or when:</b>	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">www.gov.uk</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">www.gov.uk</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>		
<b>About Grandparents:</b> If your parents were born on or after 1 January 1983, you will also need to provide evidence of your grandparents' claim to British nationality by providing their birth certificates and, in the case of grandfathers, their marriage certificates if the certificates are available. This does <b>not</b> apply if our parent's British nationality is based on registration, naturalisation or their immigration status.		
<b>Uncancelled passports:</b> We strongly prefer to receive the passport. However in exceptional circumstances where you may need to retain the passport, we will accept a full colour photocopy of the entire passport (including visa pages). We reserve the right to request the passport at a later stage as we examine your application. Please provide an explanation as to why you need to retain your passport.		