

CONTACT DETAILS

the UK

www.gov.uk/browse/abroad/passports if
passport:

is lost or stolen

personal details are wrong

gets damaged

needs to be returned

needs replacing or renewing

overseas

www.gov.uk/overseas-passports for specific
from the country you are in.

What should I do if my passport is damaged?

care when handling your passport to ensure it is not
torn or damaged in any way. If your passport does
become damaged, it may prevent you from travelling. If you
need to replace a passport, you will need to pay for it.

CHECKLIST FOR YOUR NEW PASSPORT

- ✓ Check that your personal details are correct, and **sign your new passport** straight away, unless you are exempt
- ✓ Fill in the **Emergencies section** at the back of your new passport with the contact details of your friends or family
- ✓ Keep a separate note of your **passport number** and **issue date** (you can write your passport details on the front of this leaflet).
- ✓ Take a **photo or photocopy** of the information page of your passport (the page with your photo, personal details and passport number) and store it securely so you can access it if your valuables are lost or stolen
- ✓ Read the notes section in your passport
- ✓ Keep your passport safe and report it straight away if it ever gets lost or stolen at:
www.gov.uk/report-a-lost-or-stolen-passport
- ✓ Protect your passport from damage

Os hoffech gael y daflen hon yn Gymraeg, cysylltwch ag
enquiries@hmpo.gov.uk neu **Swyddfa Basbort EM**,
Blwch SP 767, SOUTHPORT PR8 9PW

PPT 4 (11.21)



HM Passport
Office

Your new passport

The documents you sent to support your passport application will be returned to you soon.

Documents are sent back separately.

In the meantime:

! You MUST SIGN YOUR PASSPORT IMMEDIATELY

! Always keep a note of your new PASSPORT NUMBER and DATE OF ISSUE



Complete the information below and keep safe, or take a photograph of your passport number and date of issue.

Passport number:

1 3 5 1 0 2 4 0 4

Date of issue:

0 3 1 0 2 0 2 2

