

General Training Reading and Writing Test B

READING

SECTION 1 Questions 1–14

Read the text below and answer Questions 1–7.

PASSPORT APPLICATION

You will need to fill in an application for a passport in the following circumstances: if you are applying for a passport for the first time, if you wish to replace your current passport, if your passport has expired, or if it has been lost or stolen. Your application form must be completed in your own handwriting.

As proof of your citizenship and identity, you must enclose either your passport or your birth certificate. All documents must be originals; these will be returned with your passport.

The standard time to process an application is up to 10 working days. The processing begins from when we have received the completed application form. Applicants should expect delays if the Passport Office receives a form with missing information. Extra time should be allowed for delivery to and from the Passport Office.

Please provide two identical passport photos of yourself. Both photos must be the same in all respects and must be less than 12 months old.

Ask someone who can identify you to fill in the 'Proof of Identity' information and identify one of your photos. This person will be called your witness and needs to meet the following requirements: a witness must be aged 16 years or over, be contactable by phone during normal office hours and be the holder of a valid passport. A witness should fill in the 'Proof of Identity' page in their own handwriting. A witness must also write the full name of the person applying for the passport on the back of one of the photos, sign their own name and date the back of the same photo. Photos with this identifying information written in the applicant's own handwriting will not be accepted.