

Application for United Kingdom Passport for applicants under 16

Notes for FORM C2

Please keep these Notes until you receive the passport

Note 1 – Section 1b – Registration

You should complete Section 1b if the child was registered at the Home Office or by the Governor of a British Overseas Territory and became a British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person. You should forward the child's original citizenship document with the form when applying for a first passport.

If the child was registered as a British Overseas Territories citizen after 20 May 2002 he/she will only be eligible for passport facilities as a British citizen once he/she has been registered as such a citizen by the Home Office in the United Kingdom.

Note 2 – Section 2 – Parents' Details

Because birth in the United Kingdom* after 31 December 1982 does not automatically confer British citizenship, additional information and documentation is required to establish the national status of the child under the British Nationality Act 1981, which came into force on 1 January 1983.

After 20th May 2002 the same requirements apply for birth in a qualifying territory^{II}.

If the child was born outside the United Kingdom* or a qualifying territory^{II} he/she may have a claim to British citizenship and/or British Overseas Territories citizenship if he/she had a parent or parents born in the United Kingdom* or a qualifying territory^{II}.

Note 3 – Section 3 – Previous Passport

If the child has had a previous British passport, a Commonwealth passport, a foreign passport or other travel document of any description or been included in one you should tick Yes and complete the details.

If the child has never held a passport of any kind, you should tick No.

If the child was born outside the country of application, you should send the passport in which the child was included when he/she previously travelled.

If the child is included in your British passport, or in a relative's British passport, you should enclose it with this application so that the child's particulars may be deleted from it.

Note 4 – Section 4 – Lost or Stolen Passports

Please give as much information as you can. A new passport can only be issued after exhaustive enquiries.

You also need to complete a 'Lost or Stolen Passport Notification' form (Form LS01).

Note 5 – Section 7 – Declaration of Parent (or Guardian)

A parent (or guardian) should complete and sign Section 7.

If the illegitimate parents are not married, either parent who has parental responsibility may sign.

If for any reason a parent/guardian is not available to complete and sign the form the adult responsible for the child may do so provided a parent/guardian gives written consent or writes a letter explaining the circumstances.

This together with evidence of the parent's/guardian's identity and relationship to the child, for example, their passport and the child's long-form birth certificate (ie showing full details), should accompany the application. In some countries it may be necessary for both parents to sign.

Note 6 – Section 8 – Countersignature

When you have completed the form, someone who has known **You** (not the child) personally for at least two years should complete and sign Section 8. That person should be a British citizen, other British national or Commonwealth citizen who is a Member of Parliament, Justice of the Peace, Minister of Religion, Bank Officer, Established Civil Servant, or professionally qualified person, e.g. Lawyer, Engineer, Doctor, School Teacher, Police Officer or a person of similar standing. Procedures include a check on the authenticity of countersignatories.

If you do not know a British national or other Commonwealth citizen locally with those qualifications, a citizen of the country in which you are residing may complete and sign the form, provided he/she has a similar standing in that country has known you for two years and the Consul considers his/her signature to be acceptable. A member of your family should not countersign. (See also **Note 7, 'Photographs'**). In certain cases you may be asked to produce further documentary evidence of identity for the child.

Note 7 – Photographs

Photo standards are very important. More applications are delayed because of incorrect photos than for any other reason. Please see the Identity and Passport Service Guidance for full details:
<http://www.ips.gov.uk/passport/apply-photos-standards.asp>

Please send two identical copies of a photograph of the child taken within the last month.

The photographs must be:

- 45 millimetres (mm) by 35 millimetres (mm) i.e. (1.77 inches by 1.38 inches);
- printed on plain white photo quality paper (not watermarked or embossed);
- a close-up of your head and shoulders so that your face covers approximately 65 to 75% of the photograph

The person who countersigns your application (See **Note 6**) should also write on the back of one photograph the words 'I certify that this is a true likeness of.....' and add his/her signature and the date.

Note 8 – Fee

Please note fees are not refundable. The fee for applying for a United Kingdom passport is set in pounds sterling, but payable in local currency at the time of application. As foreign currencies vary against sterling, please check with the office issuing your passport what the current fees are, and methods of payment available.

A separate postal/courier fee is payable if you do not intend to collect your passport in person.

Check the website of the consulate which will process your application.

Note 9 – Documents to be produced

Photocopies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes.

The following page shows which documents you should produce with the application. Please study it carefully and make sure that you submit the right documents. Documents are not normally needed if you are surrendering the child's recently expired, unrestricted previous British passport showing the national status as British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person and all other details are the same.

Note 10 – How to submit your application

Wherever possible please submit the application at least four weeks before you need the passport.

Once you have completed and signed the form, please then complete the checklist on the back of the form.

INTERPRETATION

- # Prior to 1 July 2006 father, for the purposes of nationality and eligibility for passports, refers ONLY to the father of a legitimate child. From 1 July 2006 the definition of a parent for British nationality purposes changed to include illegitimate children or child/ren born through a surrogacy arrangement to a British Citizen father.
- * United Kingdom includes England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man. The European Union© (EU) provisions relating to the free movement of labour and the right of establishment do not apply to Channel Islanders and Manxmen unless they can show that they have a close connection with mainland United Kingdom through birth, descent, adoption, naturalisation, registration or residence. They may, therefore, be asked for information to determine whether such a connection exists. Where it does not, the passport will be endorsed to the effect that the holder is not entitled to benefit from EU provisions relating to the free movement of persons and services.
- ◇ European Union member states are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovak Republic, Slovenia, Bulgaria and Romania.
- II Qualifying Territories for the purposes of the British Nationality Act 1981 and the British Overseas Territories Act 2002 are Anguilla, Bermuda, British Indian Ocean Territories, Cayman Islands, Falkland Islands and Dependencies, Gibraltar, Montserrat, Pitcairn (Henderson, Ducie and Oeno Islands), St Helena and Dependencies, Turks and Caicos Islands and British Virgin Islands.

DOCUMENTS TO BE PRODUCED FOR A BRITISH CITIZEN PASSPORT

If the child was born or adopted IN the United Kingdom*, or IN a qualifying territory^{II} AFTER 20 May 2002;

- A. Child's **full** birth or adoption certificate showing both parents'/adoptive parents' names: plus.
- B. If the mother/adoptive mother was born in the United Kingdom* or a qualifying territory^{II}, her **full** birth certificate: or
- C. If the father#/adoptive father only was born in the United Kingdom* or a qualifying territory^{II}, his **full** birth certificate, **full** marriage certificate and evidence of termination of any previous marriages: or
- D. If neither parent/adoptive parent was born in the United Kingdom* or a qualifying territory^{II}, evidence that the mother/adoptive mother is a British citizen or similar evidence that the father#/adoptive father is a British citizen, his **full** marriage certificate and evidence of termination of any previous marriages: or
- E. If neither parent is a British citizen, their passports or other evidence that they are "settled" in the United Kingdom* with indefinite leave to remain. If only the father# is "settled" his **full** marriage certificate and evidence of termination of any previous marriages should also be supplied. Adopted children of non-British citizen parents who are "settled", do NOT have an automatic claim to British citizenship.

If the child was born OUTSIDE the United Kingdom*, or OUTSIDE a qualifying territory^{II} after 20 May 2002;

- F. The child's consular birth certificate: or
- G. If the parent(s) were born in the United Kingdom* or a qualifying territory^{II} documentary evidence as at B or C above and the child's **full** local or British Forces birth certificate showing parents' names: or
- H. If neither parent was born in the United Kingdom* or a qualifying territory^{II}, documentary evidence that the mother is a British citizen otherwise than by descent, e.g. naturalisation or registration certificate; or similar evidence that the father# is a British citizen otherwise than by descent, his **full** marriage certificate and evidence of termination of any previous marriages.

If the child is a British citizen by registration

- I. The child's registration document.

If the child was adopted OUTSIDE the United Kingdom* or a qualifying territory^{II} by (a) British citizen parent(s);

Adoption overseas does NOT by itself confer British nationality. If the child was adopted outside the United Kingdom* or OUTSIDE a qualifying territory^{II} after 20 May 2002 you should state the date and place of adoption and nationality of adoptive parents in Section 6 and consult the nearest British Consulate, Embassy or High Commission.

OTHER BRITISH NATIONAL PASSPORTS

If the child is a British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or a British protected person by registration you should supply the child's document showing that particular description.

Where the child is both a British citizen and a British Overseas Territories citizen you should indicate in Section 6 which status you require on the details page of the passport. If you are applying for a passport describing the child as a British Overseas Territories citizen you should construe references to the United Kingdom* or a qualifying territory^{II}, as pertaining to the territory from which the child derives his/her national status and references to British citizen as pertaining to British Overseas Territories citizen.

OTHER MEANS OF ESTABLISHING IDENTITY

For first passport applications you may be asked to attend an interview and/or produce other documentary evidence of identity for the child, e.g. school and/or medical records and family photographs.

CHANGE OF NAME

If the child's name has been changed otherwise than by adoption you should **also** provide documentary evidence that the name has been changed for all purposes. A deed poll and/or statutory declaration **together with at least three** other documents in the new identity would normally be sufficient.

PREVIOUS PASSPORT

When you apply for a new passport for the child you must surrender any previous British passport for cancellation. A new passport may not be post-dated to the date of expiry of a previous passport. However, up to 9 months unexpired validity from the existing passport may be added to the new document, giving a maximum validity of 5 years and 9 months.

FOOTNOTES

British Nationality Act 1981

The British Nationality Act 1981 created three new citizenship categories to replace citizenship of the United Kingdom and Colonies. These were:–

- A. British citizenship for those persons with a right of abode in the United Kingdom*;
- B. British Dependent Territories citizenship for those persons with a close connection with a British Dependent Territory; (British Dependent Territories citizens became British Overseas Territories citizens on 26 February 2002 and most of those also became British citizens on 21 May 2002); and
- C. British Overseas citizenship for those citizens of the United Kingdom and Colonies who had no right of abode in the United Kingdom* or close connection with a then British Dependent Territory (now British Overseas Territory).

Immigration Status

From 1 January 1983 no endorsement about immigration status is applied to passports issued to British citizens as they are automatically exempt from United Kingdom immigration control and have the right to take up employment or to establish themselves in business or other self-employed activity in another member state of the European Union◇.

However, it will continue to be necessary to determine the immigration status under the Immigration Act 1971 of all applicants for passports. Passports issued to British Overseas citizens, British subjects or British protected persons will continue to be endorsed to show their immigration status under that Act.

How to obtain birth or adoption certificates

If the child was born or adopted in England and Wales you can obtain a birth/adoption certificate from the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport, Merseyside, PR8 2HH. The despatch of certificates may be expedited if, when you write, you state full particulars of yourself, date and place of birth (full address) and full names of parents including mother's maiden name.

For births or adoptions which occurred in Scotland, or Northern Ireland apply respectively to the Registrar-General, New Register House, 3 West Register Street, Edinburgh EH1 3YT; website www.gro-scotland.gov.uk
the Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1 4HL; website www.groni.gov.uk

If the child was born overseas and your birth was registered at a British Embassy, Consulate, High Commission or HM Forces Unit, you may also obtain certificates from the General Register Office in Southport, General Register Office in Edinburgh, and General Register Office in Belfast.