



Home Office

Titles

Version 14.0

Guidance for His Majesty's Passport Office operational staff on how to add and record titles and observations on a passport

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About: Titles

This guidance tells HM Passport Office operational staff about titles, for example, Mr, Mrs or Dr, and titles of nobility. It tells you how to record the customer's title:

- on the passport processing system, in the title or other title field
- on the personal details page of a passport
- in observations you must add

Contacts

If you have any questions about the guidance and your line manager or senior caseworker cannot help you or you think the guidance has factual errors, then email Guidance & Quality, Operating Standards.

If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) or have any comments about the layout or navigability of the guidance then email Guidance & Quality, Operating Standards.

Publication

Below is information on when this version of the guidance was published:

- version **14.0**
- published for Home Office staff on **24 April 2023**

Changes from last version of this guidance

This guidance has been updated to include what to do if a customer no longer wishes to use their title in their passport.

Related content

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Customer titles

This section tells you, the examiner, how the customer tells us about the title they use and how you must process the title on the passport processing system.

When they complete their application, the customer can select:

- Mr, Mrs, Miss, or Ms (a tick box on a paper application, or radio button on Digital Customer Service)
- 'other title' (a free text field)

You must check the title given if the customer uses the 'other title', free text field as you may need more information from the customer.

Titles: Mr, Mrs, Miss and Ms

You must accept a customer's choice of title (Mr, Mrs, Miss or Ms), even if the title does not match the gender on their passport.

The system will record the customer's title on Main Index. The same title will also appear in our correspondence with the customer.

Titles: 'other title'

If a customer has entered a title in the 'other title' field and you accept the title the system will record it on Main Index. The title will appear in our correspondence with the customer.

The following instructions explain when you must accept the title the customer has entered in the 'other title' field and when you must remove it.

Other title: 'Doctor', 'Dr', 'Dr.' and 'Doc'

If a customer has entered 'Doctor', 'Dr', 'Dr.' or 'Doc' in the 'other title' field, you must:

- accept the professional title
- add an observation (see [Titles for a doctor](#))

Other title: 'Professor', 'Prof.' and 'Prof'

If a customer has entered 'Professor', 'Prof.' or 'Prof' in the 'other title' field, you must:

- accept the professional title

- add an observation (see Titles for a professor)

Other title: 'Reverend', 'Revd', 'Rev.' and 'rev'

If the customer has entered 'Reverend', 'Revd', 'Rev.' or 'rev' in the 'other field', you must:

- accept the professional title
- add an observation (see Titles for a Minister or Priest)

Other title: title of nobility

If a customer has entered a title of nobility in the 'other title' field, you must refer to Titles of nobility.

The customer may include their title of nobility in the 'surname' field. You must refer to Titles of nobility.

In the case of recently awarded titles it is important for examiners to validate the customer's title using reputable internet sources, rather than imposing a misinterpretation of what our policy states.

Misapplying our policy without taking into account what is specific and publicly known about a customer's title is likely to result in a complaint.

If the customer's title is genuine then the customer will almost certainly know the correct format of their title and the examiner can check the format of the title from sources of information in the public domain.

In cases of doubt examiners should contact the customer about the correct format for their title before issuing the passport.

After you have confirmed that the customer's title of nobility is genuine, you must follow this guidance for how to correctly format the customer's name and enter an observation.

Other title: any other title in the 'other title' field

If a customer enters any other title in the 'other title' field, you must remove the title from the 'other title' field and leave it blank. For example, a variation of 'Mister', or a non-binary title such as 'Mx' or 'Person'.

If a customer enters a self-styled title (for example, 'His Majesty') you must remove the title from the 'other title' field and leave it blank.

Sending passports and documents when there is a title

You must amend the alternative address field on the Application Management System to show the customer's name and title correctly on the envelope if all the following apply:

- the customer has a title other than Mr, Mrs, Miss or Ms
- we recognise the title in the UK
- we will add the title to personal details page on the customer's passport

You do not need to do this if you are processing the application on Digital Application Processing (DAP), as the system will display the customer's name correctly.

Related content

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Titles of nobility

This section tells His Majesty's Passport Office staff about titles of nobility and how customers use them.

Titles of nobility are part of a person's name and identity. Customers who use a title of nobility as part of their name, must ask us to enter it in the 'surname' field of the personal details page of their passport.

We record titles for:

- all members of the House of Lords (including archbishops and bishops), their spouses and families
- holders of knighthoods and baronetcies (and their spouses)
- Dames of the Realm

If the customer's title of nobility is different from their family name, they can choose to have their title or family name appear in the personal details page of their passport. This will avoid problems when the customer signs with their title instead of their family name.

Where a title was entered on the customer's previous passport and the customer has not indicated any changes then the examiner should issue the new passport like for like. But in cases of doubt it is best practice for the examiner to check with the customer before issuing the passport.

You, the examiner, must add an observation to be printed on the passport.

How titles of nobility are used

Titles of nobility can be used by the title holder and in some cases, their children. The title is displayed differently depending on who is using it.

You must check reference sources to decide if the customer holds the title of nobility in their own right (they are the substantive holder) or they are a child of the title holder (using it as a courtesy title).

Substantive title holder

Substantive title holders are holders of titles in their own right. That is their title does not depend on being the spouse of a title holder nor as the child of a living title holder.

A substantive holder will have the word, 'The' at the beginning of their title. For example, a substantive title holder can be:

- an Earl, known as 'The Earl of XX'

- a Duchess, known as 'The Duchess of XX'

Courtesy title holder

Courtesy titles are junior titles that may be held by a child of the substantive holder who is above the rank of viscount. A person who holds a courtesy title would not have the word, 'The' as part of their title. For example, a courtesy title will show:

- 'Viscount XX'
- 'Earl of XX'
- 'Countess of XX'

The younger sons of earls, along with all sons and daughters of viscounts, barons and lords of parliament are accorded the courtesy style of "The Honourable" before their name. This is usually abbreviated to "The Hon." The title persists after the death of the holder's father, but it may not be inherited by the holder's children. It is used only in third person reference, not in speaking to the person.

Titles of nobility on birth certificates

You, the examiner, must not accept that a title on a United Kingdom birth certificate is a title of nobility, without evidence that the title is:

- genuine
- held by the customer

The General Register Office (GRO) does not ask for evidence to add a title to the birth certificate when a birth is registered. If a title is included on a birth certificate, it has not been authenticated or accepted as genuine (see Description of a title as part of a name).

'The Right Honourable'

The House of Lords and the College of Arms have discontinued using the prefix 'The Right Honourable', unless the person is a Privy Counsellor.

If a customer is a Privy Counsellor, you must add the prefix 'The Right Honourable' in the observations field.

The suffix 'PC' (meaning Privy Counsellor) is only entered on the observations page if the customer has a title of nobility in addition to being a member of the Privy Council. The prefix 'The Right Honourable' is not used because the customer's title of nobility is entered instead before the customer's name. 'PC' is entered after the customer's title and name (for example: 'THE HOLDER IS HIS GRACE [forenames and family surname] DUKE OF [title] PC').

If a customer asks for the prefix 'The Right Honourable', you must check their name with online sources such as the website of the [Privy Council](#).

How to check titles of nobility

If a customer asks us to include a title of nobility on their new passport, you must confirm it by using online resources (even if it was on their old passport). If you cannot confirm it online, you must check:

- Debrett's Peerage
- the latest edition of Who's Who
- the correct editions of the London Gazette (if the title was recently bestowed)

If you confirm the title the customer has asked for, using the reference sources, you must issue the passport with the title.

Peerage titles

Peerage titles are hereditary titles of nobility which were awarded by a late or the present reigning monarch. Peerage titles are recognized by His Majesty's Government and the holders of some peerage titles sit in the House of Lords.

Customers with peerage titles may not follow the observations listed here. If a customer holds multiple peerage titles, you must issue their passport with the title they have asked for (usually their highest title, with no reference to their lesser titles on the passport).

If you have any doubt or if a customer is unable to provide proof of a UK title of nobility, you must refer the case to a Quality and Examination Support team (QuEST) officer so they can check the title using online sources such as Peerage.com and Gov.uk Birthday and New Year Honours for recent knighthoods and damehoods.

You must refer applications from members of the College of Arms, Court of the Lord Lyon or holders of foreign titles (discontinued in 1932) to the Guidance and Quality team through your QuEST. The Guidance and Quality team will provide guidance on the correct usage of the title and what observation to enter on the customer's passport.

Foreign titles

By Royal Warrant of 27 April 1932, the use in England and Wales of foreign titles of nobility was discontinued. Existing warrants licensing the use of such titles were revoked with certain named exceptions.

In Scotland, a foreign title may continue to be recognised and registered by the Lord Lyon. However, His Majesty's Passport Office maintains the right to a policy consistent throughout the UK. A foreign title will not be shown on a British passport, unless the customer holds a valid royal warrant.

This will affect customers who legitimately hold a foreign title not recognised in the UK. The personal details page of their passport will only show their forenames, family names, place and date of birth.

You must include the observation: THE HOLDER IS ALSO KNOWN AS (foreign title).

Manorial titles

A manorial title (for example, Lord of the Manor) is not a title of nobility and may be bought and sold by the owner of the property to which the title refers. The Lord Lyon King of Arms has confirmed that for Scottish Lairds it is not necessary for the words 'Laird of' to appear on any part of the passport.

If a customer provides documentary evidence, you may accept requests for manorial titles and Scottish Lairds to be included in a passport.

You must include the observation: THE HOLDER IS THE LORD OF THE MANOR OF (property name).

Scottish feudal baronies

On 28 November 2004, The Abolition of Feudal Tenure (Scotland) Act 2000 came into force. It abolished the feudal system of land tenure on feudal baronies.

The retained dignity of baron is no longer attached to land. It is a floating dignity that may be bought and sold as incorporeal heritable property and may be bequeathed by will.

Baronies are not registerable in the Land Register and deeds relating to them and are no longer recorded in the Register of Sasines automatically. As a result, the transfer of dignity is no longer bound to be registered anywhere.

Burkes Peerage and Gentry includes a [complete list of Scottish Feudal Barons](#).

You may accept a customer's request to include their title, if:

- they send us evidence that the Lord Lyon has recognised their feudal barony
- their title is included in Burkes Peerage and Gentry

The correct form will be for their surname to change to include the territorial designation as part of their surname. For example:

Surname: (surname) of (territorial designation)
Forename: (forenames)

Observation: THE HOLDER IS (FORENAMES) (SURNAME), BARON OF (territorial designation)

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Titles used as names

This section tells His Majesty's Passport Office staff how to deal with applications when a customer has a description of a title as part of their name. For example, when the customer does not have a title of nobility, but their forename is 'Princess'. We call these 'presumed titles'.

You, the examiner, must include an observation when there is the potential for a name to mislead.

Using a title as a forename

A person may call themselves any name they want, as long as it is not for fraudulent purposes (see Names guidance). However, some changes of name are not acceptable for passport purposes, for example offensive names, copyrighted names and names containing numeric characters (see Names: names that cannot be used in passports).

A customer can change their name to include a description of a title (for example, 'Duke' as a forename) but there is no legal basis for a person to change their title (for example, 'Mr John Smith' to 'Sir John Smith').

You may receive an application supported by documents (for example, a birth certificate or a change of name deed) that shows a customer is using a name that includes a description of a title (for example, Lord, Princess, Earl or Baron as a forename).

The customer's full name must appear on the personal details page of their passport, with an observation explaining the name.

You must include the observation: **THE REFERENCE TO (description of title) IS TO THE HOLDER'S NAME AND NOT TO THE HOLDER'S TITLE.**

You do not need to contact the customer, unless it appears from the information sent to us that they believe they are applying for a title of nobility to appear in their passport.

Bought and styled titles

Bought titles may be sold by internet companies.

Styled titles mean self-styled or presumed titles that customers have created for themselves.

In the past, holders of bought or styled titles had to write to the Manorial Society of Great Britain for confirmation of the right to use and be known by a title. This society

is a private company, in direct competition with many others that deal in the buying and selling of titles.

You must never tell a customer to contact the Manorial Society of Great Britain for confirmation unless they have bought the title from the society.

You must only add an observation for customers with bought or styled titles, if it's included in this guidance (for example, a manorial title).

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Honours and professional titles

This section tells His Majesty's Passport Office staff how to deal with applications for customers with honours and professional titles.

If a customer asks us to include an honour or professional title and forms of address to their passport, you may enter it as an observation.

Examples of honours include:

- Commander of the Order of the British Empire (CBE)
- Officer of the Order of the British Empire (OBE)
- Member of the Order of the British Empire (MBE)
- British Empire Medal (BEM)
- Royal Victorian Order (RVO)

Examples of professional titles include:

- doctor
- judge
- ministers of religion
- professor
- MP
- KC (previously QC)

For doctors, we can enter an observation showing the customer's title. This includes doctors in all academic subjects, not just medical doctors. We will not enter an observation showing the customer's academic qualifications (for example, a Doctor of philosophy (PhD)).

You must not:

- ask a customer to give us evidence of their honour or professional title
- check the customer's title with an appropriate body or online sources

This is because a customer's honour or professional title is not part of their identity and will not appear on the bio details page of their passport.

If a customer applies to renew or replace their passport but has not included their honour or professional title on the application but their old passport has an observation, you must:

- not contact them to ask if they want the observation included in their new passport
- issue their passport without the observation

If an MEP asked for their title to be added to their passport, we previously added the following observation:

THE HOLDER IS JOHN SMITH MEP

The UK's transition period after leaving the European Union (EU) ended on 31 December 2020. This means you must not add this observation to any passport you issue on, or after 1 January 2021.

Justice of the peace

You must accept requests from appointed justices of the peace who want 'JP' recorded as an observation in their passport. You must not:

- ask for evidence
- confirm it with external sources

Honours and decorations

You must accept honours and military decorations as an observation in a customer's passport, if they have:

- included them on their application
- asked us to include them in a letter with their application

You must not:

- ask for evidence
- confirm the honours using external sources

Some honours are prefixed with a title (for example, 'Sir John Smith KBE'). You must not include honours given by a change of name deed (see Description of a title as part of name and Names that cannot be used in passports).

Academic and professional qualifications

You must not record academic and professional qualifications in passports (for example, 'Bachelor of Arts (BA)' or 'Doctor of Philosophy (PhD)'), except for:

- members of the legal profession
- appointed King's Counsel (previously Queen's Counsel)
- engineers who hold the qualification 'Eur Ing' (European Engineer)

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How to record titles of nobility in a passport

This section tells His Majesty's Passport Office operational staff how to record a title of nobility in the customer's personal details and observations page of the passport.

When a customer has a title of nobility you, the examiner must make sure you record it correctly on the customer's passport and in full using an observation.

Someone with a title of nobility may also have other lesser titles. The children of a title holder may use these lesser titles. When they do, the titles are known as courtesy titles.

Heir: refers to the next male person in line to receive the title of nobility (for example, the oldest son).

Younger son: refers to any living son of someone with a title of nobility who is not the heir.

Customers with titles who are also privy counsellors

If a customer already has a title, you the examiner, must add it to the passport (in line with the guidance in this section). If they are also privy counsellors, you must add:

- 'RT HON' before their title in the surname field
- 'PC' after their title in the observation

Titles for baronets, knights and dames

Titles for a baronet

If the customer is a baronet, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Sir [first forename and surname] BT'
- add the observation 'THE HOLDER IS SIR [full forenames and surname] BARONET'

In Scotland, you must enter the territorial title of the family, before 'BT'

Titles for a knight

If the customer is a knight, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Sir [first forename and surname]'
- add the observation 'THE HOLDER IS SIR [full forenames and surname]'

Titles for the wife of a baronet or knight

If the customer is the wife of a baronet or knight, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Lady [surname]'
- add the observation 'THE HOLDER IS LADY [surname] NEE [full forenames and maiden surname]'

If the wife has a higher rank than her husband, you must refer to married daughter of a Duke, or married daughter of a Marquess or married daughter of an Earl for the title and observation you must use.

Titles for a divorced wife of a baronet or knight

If the customer is the divorced wife of a baronet or knight, you must:

- update the forenames field with the customer's forenames
- update the surname field with '[first forename] Lady [surname]'
- add the observation 'THE HOLDER IS [first forename] LADY [surname] NEE [full forenames and maiden surname]'

Titles for the widow of a baronet

If the customer is the widow of a baronet and they have not remarried, you must

- update the forenames field with the customer's forenames
- update the surname field with 'Lady [surname]' (if the next baronet is not married)
- update the surname field with '[first forename] Lady [surname]' (if the next baronet is married)
- add the observation 'THE HOLDER IS [first forename] LADY [surname] NEE [full forenames and maiden surname]'

Titles for the widow of a knight

If the customer is a widow of a Knight, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Lady [surname]'
- add the observation 'THE HOLDER IS LADY [surname] NEE [full forenames and maiden surname]'

Titles for a dame

If the customer is a dame, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Dame [first forename and surname]'
- add the observation 'THE HOLDER IS DAME [full forenames and surname]'

Titles for a baron or life peer (including their families)

The title of baron and baroness is not usually used, except by peeresses in their own right.

Titles for a baron or life peer

If the customer is a Baron or Life Peer, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'The Lord [title]'
- add the observation 'THE HOLDER IS [forenames and family name] LORD [title]'

Titles for a baroness (wife of a baron) and the wife of a life peer

If the customer is a baroness or the wife of a life peer, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'The Lady [title]'
- add the observation 'THE HOLDER IS [forenames and family name] LADY (title)'

Titles for a peeress in her own right

If the customer is a Peeress 'in her own right', you must:

- update the forenames field with the customer's forenames
- update the surname field with 'The Baroness [title]'
- add the observation 'THE HOLDER IS [forenames and family name] BARONESS [title]'

Titles for the widow of a baron and life peer

If the customer is the widow of a Baron or life peer, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'The Lady [title]' (if the next Baron is not married)

- update the surname field with '[first name] Lady [title]' (if the next Baron is married)
- add the observation 'THE HOLDER IS [forenames and family name] LADY [title]'

Titles for the son (and his wife) of a baron or life peer

If the customer is the son of a baron or life peer, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Hon [first forename and surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE [full forenames and surname]'

If the customer is the wife of a baron or life peer's son, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Hon Mrs [husbands first forename and surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE MRS [husband's first forename and surname] NEE [full forenames and maiden surname]'

Titles for a daughter of a baron or life peer

If the customer is the daughter of a baron or life peer and they are not married, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Hon [first forename and surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE [full forenames and surname]'

If the customer is the daughter of a baron or life peer and they married a knight or baronet, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Hon Lady [surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE LADY [SURNAME] NEE THE HONOURABLE [full forenames and maiden surname]'

If the customer is the daughter of a baron or life peer and they have married someone who does not have a title of nobility, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'Hon Mrs [surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE MRS [surname] NEE THE HONOURABLE [full forenames and maiden surname]'

Titles for dukes (including their families)

Titles for a Duke

If the customer is a Duke, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'The Duke of [title]'
- add the observation 'THE HOLDER IS HIS GRACE [forenames and family surname] DUKE OF [title]'

Titles for a duchess

If the customer is a duchess, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'The Duchess of [title]'
- add the observation 'THE HOLDER IS HER GRACE [forenames and family surname] DUCHESS OF [title]'

Titles for the widow of a duke

If the customer is the widow of a duke and the next duke is not married, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'The Duchess of [title]'
- add the observation 'THE HOLDER IS HER GRACE [forenames and family surname] DUCHESS OF [title]'

If the customer is the widow of a duke and the next duke is married, you must:

- update the forenames field with the customer's forenames
- update the surname field with '[first forename] DUCHESS OF [title]'
- add the observation 'THE HOLDER IS HER GRACE [forenames and family surname] DUCHESS OF [title]'

Titles for the oldest son (and his wife) of a Duke

The title given to the oldest son of a duke is a lesser title (usually the next highest title the duke holds).

For example, if a duke holds the title of marquess:

- the oldest son may use marquess as a courtesy title
- the oldest son's wife may use marchioness as her courtesy title

Titles for the heir apparent to a Scottish peerage

If a customer is the heir apparent to a Scottish peerage, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'MASTER OF [title]'
- add the observation 'THE HOLDER IS [forenames and surname] THE MASTER OF [title]'

Titles for the younger son of a duke

If the customer is the younger son of a duke, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LORD [first forename and surname]'
- add the observation 'THE HOLDER IS LORD [forenames and surname]'

Titles for the wife of a duke's younger son

If the customer is the wife of a duke's younger son and they are of equal (or lower) rank than their husband, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [husband's first forename and surname]'
- add the observation 'THE HOLDER IS LADY [husband's first forename and surname] NEE [forenames and maiden surname]'

If the customer is the wife of a duke's younger son and they are a higher rank than their husband, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [first forename and surname]'
- add the observation 'THE HOLDER IS LADY [full forenames and surname]'

Titles for the unmarried daughter of a duke

If the customer is the unmarried daughter of a Duke, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [first forename and surname]'
- add the observation 'THE HOLDER IS LADY [full forenames and surname]'

Titles for the married daughter of a duke

If the customer is a duke's daughter who married someone with a lesser rank or someone who does not have a title of nobility, you must:

- update the forenames field with customer's forenames

- update the surname field with 'LADY [first forename and surname]'
- add the observation 'THE HOLDER IS LADY [full forenames and surname]'

Titles for marquesses (including their families)

You must be aware that marquess may also be spelled as marquis.

Titles for a marquess

If the customer's main title is marquess, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE MARQUESS OF [title]',
- add the observation 'THE HOLDER IS THE MOST HONOURABLE [forenames and family surname] MARQUESS OF [title]'

If the customer is the oldest son of a duke who is using marquess as a courtesy title, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'MARQUESS OF [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] MARQUESS OF [title]'

You must not use 'OF' in the surname field or observation, when adding titles for the:

- Marquess Conyngham
- Marquess Townshend
- Marquess Camden

Titles for a marchioness

If the customer is a marchioness, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE MARCHIONESS OF [title]'
- add the observation 'THE HOLDER IS THE MOST HONOURABLE [forenames and family surname] MARCHIONESS OF [title]'

If the customer is the wife of the oldest son of a duke who is using marquess as a courtesy title, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'MARCHIONESS OF [title]',
- add the observation 'THE HOLDER IS [forenames and family surname] MARCHIONESS OF [title]'

Titles for the widow of a marquess

If the customer is the widow of a marquess and the next marquess is not married, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE MARCHIONESS OF [title]'
- add the observation 'THE HOLDER IS THE MOST HONOURABLE [forenames and family surname] MARCHIONESS OF [title]'

If the customer is the widow of a marquess and the next marquess is married, you must:

- update the forenames field with the customer's forenames
- update the surname field with '[first forename] MARCHIONESS OF [title]'
- add the observation 'THE HOLDER IS THE MOST HONOURABLE [forenames and family surname] MARCHIONESS OF [title]'

Titles for oldest son (and his wife) of a marquess

The title given to the oldest son of a marquess is a lesser title, usually the next highest title they hold.

If a marquess holds the title for earl as a lesser title, for example, their oldest son can use earl as their courtesy title and their wife can use countess as their courtesy title.

Titles for the heir apparent to a Scottish peerage

If the customer is the heir apparent to a Scottish peerage, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'MASTER OF [title]'
- add the observation 'THE HOLDER IS [forenames and surname] THE MASTER OF [TITLE]'

Titles for the younger son of a marquess

If the customer is the younger son of a marquess, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LORD [first forename] SURNAME'
- add the observation 'THE HOLDER IS LORD [forenames and surname]'

Titles for the wife of the younger son of a marquess

If the customer is the wife of the younger son of a marquess and they are of equal (or lower rank) than their husband, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [husband's first forename and surname]'
- add the observation 'THE HOLDER IS LADY [husband's first forename and surname] NEE [forenames and maiden surname]'

If the wife is a higher rank than her husband, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [first forename and surname]'
- add the observation 'THE HOLDER IS LADY [full forenames and surname]'

Titles for the unmarried daughter of a marquess

If the customer is an unmarried daughter of a marquess, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [first forename and surname]'
- add the observation 'THE HOLDER IS LADY [full forenames and surname]'

Titles for the married daughter of a marquess

If the customer is the daughter of a marquess who married someone with a lesser rank or someone who does not have a title of nobility, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [first forename and surname]'
- add the observation 'THE HOLDER IS LADY [full forenames and surname]'

Titles for earls (including their families)

Titles for an earl

If the customer is an Earl and the title is not their family name, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE EARL OF [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] EARL OF [title]'

If the customer's title is earl and the title is the same as their family name, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE EARL [title]'
- add the observation 'THE HOLDER IS [forenames] EARL [title]'

If the customer is the oldest son of a marquess who is using earl as a courtesy title, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'EARL OF [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] EARL OF [title]'

Titles for countesses

If the customer is a countess and the title is not their family name, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE COUNTESS OF [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] COUNTESS OF [title]'

If the customer's title is countess and the title is the same as their family name, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE COUNTESS [title]'
- add the observation 'THE HOLDER IS [forenames] COUNTESS [title]'

If the customer is the wife of the oldest son of a marquess who is using earl as a courtesy title, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'COUNTESS OF [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] COUNTESS OF [title]'

Titles for the widow of an earl

If the customer is the widow of an Earl and the next Earl is not married, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE COUNTESS OF [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] COUNTESS OF [title]'

If the customer is the widow of an earl and the next earl is married, you must:

- update the forenames field with the customer's forenames
- update the surname field with '[first forename] COUNTESS OF [title]'
- add the observation 'THE HOLDER IS [forenames] COUNTESS OF [title]'

Titles for the oldest son (and his wife) of an earl

The title given to an heir of an earl is a lesser title of the earl, usually the next highest title they hold.

For example, if the earl holds the title of viscount, the oldest son can use viscount as their courtesy title. Their wife can use viscountess as their courtesy title.

Titles for the heir apparent to a Scottish peerage

If the customer is the heir to a Scottish peerage, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'MASTER OF [title]'
- add the observation 'THE HOLDER IS [forenames and surname] THE MASTER OF [title]'

Titles for the younger son of an earl

If the customer is the younger son of an earl, you must:

- update the forenames field with customer's forenames
- update the surname field with 'HON [first forename] SURNAME'
- add the observation 'THE HOLDER IS THE HONOURABLE [forenames and surname]'

Titles for the wife of a younger son of an earl

If the customer is the wife of the younger son of an earl, you must

- update the forenames field with customer's forenames
- update the surname field with 'HON MRS [husband's first forename and surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE MRS [husband's first forename and surname] NEE [full forenames and maiden surname]'

Titles for the unmarried daughter of an earl

If the customer is an unmarried daughter of an earl, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [first forename and surname]'
- add the observation 'THE HOLDER IS LADY [full forenames and surname]'

Titles for the married daughter of an earl

If the customer is the married daughter of an earl and their husband is of a lesser rank or does not have a title of nobility, you must:

- update the forenames field with customer's forenames
- update the surname field with 'LADY [first forename and surname]'
- add the observation 'THE HOLDER IS LADY [full forenames and surname]'

Titles for viscounts (including their families)

Titles for a viscount

If the customer is a viscount and the title is not their family name, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE VISCOUNT [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] VISCOUNT [title]'

If the customer is a viscount and their title is the same as their family name, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE VISCOUNT [title]'
- add the observation 'THE HOLDER IS [forenames] VISCOUNT [title]'

If the customer is the oldest son of an earl who is using viscount as a courtesy title, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'VISCOUNT OF [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] VISCOUNT OF [title]'

Titles for a viscountess

If the customer is a viscountess and the title is not their family name, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE VISCOUNTESS [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] VISCOUNTESS [title]'

If the customer is a viscountess and the title is the same as their family name, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE VISCOUNTESS [title]'
- add the observation 'THE HOLDER IS [forenames] VISCOUNTESS [title]'

If the customer is the wife of the oldest son of an earl who is using viscount as a courtesy title, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'VISCOUNTESS OF [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] VISCOUNTESS OF [title]'

Titles for the widow of a viscount

If the customer is the widow of a viscount and the next viscount is not married, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'THE VISCOUNTESS [title]'
- add the observation 'THE HOLDER IS [forenames and family surname] VISCOUNTESS [title]'

If the customer is the widow of a viscount and the next viscount is married, you must:

- update the forenames field with the customer's forenames
- update the surname field with '[first forename] VISCOUNTESS [title]'
- add the observation 'THE HOLDER IS [forenames] VISCOUNTESS [title]'

Titles for the son (and his wife) of a viscount

If the customer is the son of a viscount, you must:

- update the forenames field with customer's forenames
- update the surname field with 'HON [first forename] SURNAME'
- add the observation 'THE HOLDER IS THE HONOURABLE [forenames and surname]'

If the customer is the viscount son's wife, you must:

- update the forenames field with customer's forenames
- update the surname field with 'HON MRS [husband's first forename and surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE MRS [husband's first forename and surname] NEE [full forenames and maiden surname]'

Titles for the unmarried daughter of a viscount

If the customer is the unmarried daughter of a viscount, you must:

- update the forenames field with customer's forenames
- update the surname field with 'HON [first forename and surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE [full forenames and surname]'

Titles for the married daughter of a viscount

If the customer is the married daughter of a viscount and their husband is a knight or baronet, you must:

- update the forenames field with customer's forenames
- update the surname field with 'HON LADY [surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE LADY [surname] THE HONOURABLE [full forenames and maiden surname]'

If the customer is the married daughter of a viscount and their husband does not have a title of nobility, you must:

- update the forenames field with customer's forenames
- update the surname field with 'HON MRS [surname]'
- add the observation 'THE HOLDER IS THE HONOURABLE MRS [surname] NEE THE HONOURABLE [full forenames and maiden surname]'

Related content

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How to record judiciary titles in a passport

This section tells His Majesty's Passport Office operational staff how to record a title for members of judiciary in the customer's personal details and observations page of the passport.

You the examiner, must make sure you record the customers title correctly on the personal details page of the passport and in observation if they are a member of the judiciary.

Titles for Court of Appeal and Supreme Court judges

Title for Lord Chief Justice (LCJ)

The LCJ is always a Privy Counsellor and will have been either a Knight Bachelor or a Dame. The LCJ may be created a Life Peer upon appointment.

If the customer is a Knight Bachelor, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [SIR] [forename] [surname]'
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE LORD CHIEF JUSTICE OF ENGLAND AND WALES'

If the customer is a Dame, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [DAME] [forename] [surname]'
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE LORD CHIEF JUSTICE OF ENGLAND AND WALES'

If the LCJ has been elevated to a Life Peerage you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON THE [LORD or BARONESS] [surname and or territorial title]'
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE LORD CHIEF JUSTICE OF ENGLAND AND WALES'

Title for the Master of the Rolls (MR)

The MR is always a Privy Counsellor and will have been either a Knight Bachelor or a Dame. The MR may be created a Life Peer upon appointment.

If the customer is a Knight Bachelor, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [SIR] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE MASTER OF THE ROLLS'

If the customer is a Dame, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [DAME] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE MASTER OF THE ROLLS'

If the MR has been elevated to a Life Peerage you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON THE [LORD or BARONESS] [surname and or territorial title]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE MASTER OF THE ROLLS'

Titles for Head of Division (HoDs)

HoDs are the heads of the Chancery Division (Chancellor of the High Court), King's Bench Division (President of the King's Bench Division) and Family Division (President of the Family Division) – they are all Court of Appeal Judges.

HoDs are always Privy Counsellors and will be either a Knight Bachelor or a Dame.

If the customer is a Knight Bachelor, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [SIR] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE LORD JUSTICE [surname]'

If the customer is a Dame, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [DAME] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE LORD JUSTICE [surname]'

Titles for Judges of the Court of Appeal

The Court of Appeal Judges are junior in rank to HoDs but the format of the observation is the same as used for HoDs.

All Court of Appeal Judges are Privy Counsellors and will either be a Knight Bachelor or a Dame.

If the customer is a Knight Bachelor, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [SIR] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE LORD JUSTICE [surname]'

If the customer is a Dame, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [DAME] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE LORD JUSTICE [surname]'

Titles for Supreme Court Justices

Parliament created the Supreme Court by the Constitutional Reform Act 2005. As a result of the 2005 Act, the Lords of Appeal in Ordinary, who previously were members of the House of Lords, transferred to the new Supreme Court of the United Kingdom.

Lords of Appeal who were former members of the House of Lords were all Life Peers. But new appointees to the Supreme Court are not normally created Life Peers upon appointment to the Supreme Court Bench. Therefore, upon appointment, if necessary, they are given a courtesy title of Lord or Lady [surname] and sometimes a territorial designation too.

A further complication is that a member of the Supreme Court bench can, occasionally be appointed directly from the Bar. Upon appointment the KC (previously QC) is normally neither a Knight Bachelor nor a Life Peer.

If the member of the Supreme Court is not a Knight Bachelor or a Dame, the format of the surname field is 'RT HON [first name] [surname] KC'.

If the member of the Supreme Court is using a courtesy title the format of the surname field is 'RT HON LORD [surname]'.

Title for the President of the Supreme Court

The President of the Supreme Court is always a Privy Counsellor and is a Life Peer or a Knight Bachelor or a Dame before appointment. The President of the Supreme Court may be created a Life Peer upon appointment.

If the customer is a Knight Bachelor, you must:

- update the forenames field with the customer's forenames

- update the surname field with 'RT HON [SIR] [forename] [surname]
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE PRESIDENT OF THE SUPREME COURT OF THE UNITED KINGDOM'

If the customer is a Dame, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [DAME] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE PRESIDENT OF THE SUPREME COURT OF THE UNITED KINGDOM'

If the President of the Supreme Court has been elevated to a Life Peerage you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON THE [LORD] [BARONESS] [surname and or territorial title]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE PRESIDENT OF THE SUPREME COURT OF THE UNITED KINGDOM'

Title for the Deputy President of the Supreme Court

The Deputy President of the Supreme Court is always a Privy Counsellor but may not necessarily be created a Life Peer upon appointment but may instead use a courtesy title.

If the customer is a Knight Bachelor, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [SIR] [forename] [surname]'
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE DEPUTY PRESIDENT OF THE SUPREME COURT OF THE UNITED KINGDOM'

If the customer is a Dame, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [DAME] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE DEPUTY PRESIDENT OF THE SUPREME COURT OF THE UNITED KINGDOM'

If the Deputy President of the Supreme Court uses a courtesy title you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [LORD or BARONESS] [surname and or territorial title]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE THE DEPUTY PRESIDENT OF THE SUPREME COURT OF THE UNITED KINGDOM'

Title for a Justice of the Supreme Court

Justices of the Supreme Court are always Privy Counsellors but will not normally be created Life Peers upon appointment and may instead use a courtesy title.

If the customer is a Knight Bachelor, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [SIR] [forename] [surname]
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE SIR [FORNAMES] [SURNAME]'

If the customer is a Dame, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RIGHT HON [DAME] [forename] [surname]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE DAME [FORNAME] [SURNAME]'

If the Justice of the Supreme Court uses a courtesy title you must:

- update the forenames field with the customer's forenames
- update the surname field with 'RT HON [LORD or LADY] [surname and/or territorial title]'
- enter the observation 'THE HOLDER IS THE RIGHT HONOURABLE LORD or LADY [SURNAME AND/OR TERRITORIAL TITLE]'

Title for a High Court judge

If the customer is a High Court judge, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE HONOURABLE MR JUSTICE [forenames and surname] [honours]'

Titles for a Circuit or County Court judge

If the customer is a Circuit or County Court judge, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS HIS HONOUR [forenames and surname] [honours] ['KC' (if they hold it)]'

If the customer has a knighthood, you must add 'SIR' before their name on the observation.

Titles for a Lord of Session (Scottish Judge)

If the customer is a Lord of Session, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE HONOURABLE LORD [forenames and surname] [honours] ['KC' (if they hold it)]'

Titles for the wife of a Lord of Session

If the customer is the wife of a Lord of Session, you must:

- update the forenames field with customer's forenames
- update the surname field with customer's surname
- add the observation 'THE HOLDER IS LADY [forenames and surname] [honours]'

Titles for King's Counsel

If the customer is a King's Counsel, you must:

- update the forenames field with customer's forenames
- update the surname field with customer's surname
- add the observation 'THE HOLDER IS [forenames and surname] [honours] KC'

If the customer has a knighthood, you must add 'SIR' before their name on the observation.

Titles for a Justice of the Peace

If the customer is a Justice of the Peace, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS [forenames and surname] [honours] JP'

If the customer has a knighthood, you must add 'SIR' before their name on the observation.

Related content

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How to record religious titles in a passport

This section tells His Majesty's Passport Office operational staff how to record a church title, or a title for a minister of religion, in the customer's personal details and observations page of the passport.

You, the examiner must:

- make sure you record a religious title correctly on the personal details page as an observation in a passport
- refer the application to Guidance & Quality, Operating Standards (through the Quality and Examination Support team) if a customer wants to add a religious title not shown in this guidance

Title for an Anglican archbishop

If the customer is an Anglican Archbishop, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'LORD ARCHBISHOP OF [cathedral town]'
- add the observation 'THE HOLDER IS THE MOST REVEREND [forenames and surname] THE LORD ARCHBISHOP OF [cathedral town]'

Title for a Catholic archbishop

If the customer is a Catholic Archbishop, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'ARCHBISHOP OF [cathedral town]'
- add the observation 'THE HOLDER IS THE MOST REVEREND [forenames and surname] ARCHBISHOP OF [cathedral town]'

Title for an Anglican bishop

If the customer is an Anglican Bishop, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'LORD BISHOP OF [cathedral town]'
- add the observation 'THE HOLDER IS THE RIGHT REVEREND [forenames and surname] THE LORD BISHOP OF [cathedral town]'

Title for a Catholic bishop

If the customer is a Catholic bishop, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'BISHOP OF [district of bishopric]'
- add the observation 'THE HOLDER IS THE RIGHT REVEREND [forenames and surname] THE BISHOP OF [district of bishopric]'

A bishopric is the area or part of the country for which the bishop is responsible.

Title for an abbot

If the customer is an abbot, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE RIGHT REVEREND [forenames and surname] ABBOT OF [community]' or 'THE HOLDER IS THE RIGHT REVEREND ABBOT OF [community]'

Title for a dean

If the customer is a dean, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE VERY REVEREND [forenames and surname] THE DEAN OF [Cathedral city]' or 'THE HOLDER IS THE VERY REVEREND DEAN OF [Cathedral city]'

Title for an archdeacon

If the customer is an archdeacon, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE VENERABLE [forenames and surname] THE ARCHDEACON OF [district for which the archdeacon is responsible]'

Title for a monsignor

If the customer is a monsignor, you must:

- update the forenames field with the customer's forenames

- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE RIGHT REVEREND MONSIGNOR [forenames (or initials) and surname]'

If the customer is also a canon, you must add the observation is 'THE HOLDER IS THE RIGHT REVEREND MONSIGNOR CANON [forenames (or initials) and surname]'.

Title for an Anglican canon

If the customer is an Anglican canon, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER THE REVEREND CANON [forenames (or initials) and surname]'.

Title for a Catholic canon

If the customer is a Catholic canon, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE VERY REVEREND CANON [forenames (or initials) and surname]'.

Title for a prebendary

If the customer is a prebendary, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE REVEREND PREBENDARY [forenames (or initials) and surname]'

Title for a minister or priest (Anglican, Catholic or Methodist)

If the customer is a minister or priest, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE REVEREND [forenames (or initials) and surname]'

Title for a Sister

If the customer has the title 'Sister', you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS SISTER [forenames and surname]'

If the customer does not hold the title 'Sister' but still uses it, you must not add it to the observation.

Title for a Chief Rabbi

If the customer is a Chief Rabbi, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE VERY REVEREND DOCTOR [initials and surname]'

Title for a Rabbi Doctor

If the customer is a Rabbi Doctor, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS RABBI DOCTOR [forenames and surname]'

Title for a Rabbi

If the customer is a Rabbi, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS THE REVEREND [forenames and surname]'

Title for an Imam

If the customer is an Imam, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS IMAM [forenames and surname]'

Related content

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How to record honours and professional titles in a passport

This section tells His Majesty's Passport Office operational staff how to record honours and professional titles in customer's personal details and observations page of the passport.

You, the examiner, must make sure the personal details page and observation are correct if the customer has an honour or professional title.

Titles for a doctor (medical and other doctorates)

If the customer is a doctor, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS [professional title] [forenames and surname]'

Titles for a married doctor using their maiden name

If the customer is a married doctor using their maiden name, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS ALSO KNOWN AS DOCTOR [forenames and maiden surname]'

Titles for a professor

If the customer is a professor, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS PROFESSOR [forenames and surname]'

If the customer is a professor who has a knighthood, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'SIR [first forename and surname]
- add the observation 'THE HOLDER IS PROFESSOR SIR [forenames and surname]'

Titles for a customer who has a stage name

If the customer has a stage name, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS ALSO KNOWN AS [stage name]'

If the customer using a stage name has a knighthood, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'SIR [first forename and surname]
- add the observation 'THE HOLDER IS SIR [forenames and surname] [honours] AND IS ALSO KNOWN AS [stage name]'

If the customer using a stage name has a damehood, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'DAME [first forename and surname]
- add the observation 'THE HOLDER IS DAME [forenames and surname] [honours] AND IS ALSO KNOWN AS [stage name]'

Titles for officers of the armed forces

If the customer is an officer in His Majesty's Armed Forces, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS [rank] [forenames and surname] [honours]'

If the officer has a knighthood, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'SIR [first forename and surname]'
- add the observation 'THE HOLDER IS [rank] SIR [forenames and surname] [honours]'

Titles for retired officers of the armed forces

If the customer is a retired officer of the armed forces, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS [rank] [forenames and surname] RETIRED [honours]'

If the retired officer has a knighthood, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'SIR [first forename and surname]'
- add the observation 'THE HOLDER IS [rank] SIR [forenames and surname] RETIRED [honours]'

Title for an MP

If the customer is an MP, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation 'THE HOLDER IS [forenames and surname] MP'
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE [forenames] [surname] MP' (if they are also a Privy Counsellor)

If an MP has a knighthood, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'SIR [first forename and surname]'
- add the observation 'THE HOLDER IS SIR [forenames and surname] MP'
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE SIR [forenames and surname] MP' (if they are also a Privy Counsellor)

If an MP has a damehood, you must:

- update the forenames field with the customer's forenames
- update the surname field with 'DAME [first forename and surname]'
- add the observation 'THE HOLDER IS DAME [forenames and surname] MP'
- add the observation 'THE HOLDER IS THE RIGHT HONOURABLE DAME [forenames and surname] MP' (if they are also a Privy Counsellor)

Recording honours and decorations

If a customer has received an honour, you must add the observation:

- 'THE HOLDER IS SIR [forename and surname]' (if the customer is a Knight)
- 'THE HOLDER IS DAME [forename and surname]' (if the customer is a Dame)
- 'THE HOLDER IS [forename and surname] CBE' (if the customer is a Commander of the Order of the British empire)
- 'THE HOLDER IS [forename and surname] OBE' (if the customer is an Officer of the Order of the British empire)
- 'THE HOLDER IS [forename and surname] MBE' (if the customer is a Member of the Order of the British empire)
- 'THE HOLDER IS [forename and surname] BEM' (if the customer is awarded the British Empire Medal)

- 'THE HOLDER IS [forename and surname] RVO' (if the customer is awarded the Royal Victorian Order)

Recording European Engineer qualifications

If the customer is a European Engineer, you must:

- update the forenames field with the customer's forenames
- update the surname field with the customer's surname
- add the observation:

THE HOLDER IS A EUROPEAN ENGINEER (EUR ING)

Related content

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Removing a title from a passport

This section tells His Majesty's Passport Office operational staff what evidence they need if the customer is renewing or replacing their passport and they no longer want to use their title.

If a customer applies to renew or replace their passport and no longer wants to use their title, (for example, they want the passport issuing in their family name or want to drop a title of Sir or Dame), the customer must send:

- a signed statement to explain they want to stop using the title and are using their birth or family name
- their full birth certificate and evidence to confirm their name (for example, a marriage or civil partnership certificate)
- evidence they use the name for official purposes

You must also have consent from everyone with parental responsibility or legal guardianship if the change of name or title is for a child.

The customer must provide change of name evidence if they want to use another name that is not their official family name or their birth name.

The passport will not require an observation if the title is not being used.

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