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Supporting documents

Passport applicants are required to produce documentary evidence of identity and nationality to show they are entitled to hold a United Kingdom passport. For many applicants the production of two photographs (of which one has to be countersigned: see Countersignatures) and a birth certificate showing they were born in the United Kingdom is sufficient evidence to authorise the issue of a passport; but others, notably applicants born outside the United Kingdom, and those born in the United Kingdom after 31 December 1982, need to produce additional corroborative evidence which demonstrates how they acquired British citizenship under the provisions of British nationality legislation.

Laminated documents

This policy confirms that Laminated Documents should not be accepted in support of a passport application (see two exceptions below).

IPS regional offices have a very small percentage of applications supported by laminated documents. Documents that are laminated are usually birth certificates, marriage certificates and naturalisation/registration certificates.

IPS examiners cannot be sure that the laminated documents submitted with an application are genuine.

Major concerns regarding laminated documents are that watermarks cannot be easily distinguished, nor can the quality of the paper be felt, and with naturalisation/registration certificate the security features such as the heat reactive number cannot be utilised.

Laminated documents **must not be accepted** in support of passport applications, unless in cases covered by the exceptions shown below. Examiners must request unlaminated versions of the documents submitted.

If a laminated change of name deed or a laminated marriage certificate has been produced in support of a passport application for change of name evidence only, then examiners can accept the laminated document.

All birth certificates issued in Singapore are laminated by the Singapore Registry of Births at the time of issue and can therefore be accepted in support of a passport application.

Many documents issued in Malaysia are laminated by the Malaysian National Registration department at the time of issue, including all new birth certificates and can therefore be accepted in support of a passport application.

Birth certificates issued in Oman are laminated on one side at the time of issue and can therefore be accepted in support of a passport application.

Applications received with laminated documents which have Braille stickers attached should be examined further. If it becomes clear from case notes made by CEC, photographs or correspondence/conversations with the applicant that they are blind, then laminated documents with Braille stickers attached may be accepted. Applicants with visual impairments may use this process to keep track of their documents.

Cases where exceptions apply will be rare and should be considered as a whole. If there are specific doubts about a document, then the case should be referred as normal.

Letters and correspondence

Only photocopies of letters must be sent for scanning. Original letters must remain in the file and all relevant information must be case noted as the scanned copy is not immediately replicated to the system. This is particularly important in relation to alternative addresses and parental consent.

Correspondence from third parties which is **addressed to IPS** becomes the property of IPS and will not be returned to the customer. This might include letters from countersignatories, letters from other government departments (like the Department of Work and Pensions (DWP) or the United Kingdom Border Agency (UKBA)) and any letters the customer has sent to us.

The exception to this is where a customer requests the return of a **consent letter addressed to IPS** in writing. As it may be difficult or impossible for a parent to obtain this consent again, we are able to return these letters if requested before the application reaches a terminal state.

Once the passport has been issued or the case failed etc the letter may be destroyed and cannot be returned to the customer.

Correspondence from third parties which is **addressed to the applicant or another third party** must always be returned. These might include letters from other government departments, letters/bills from utility companies, letters from one parent to another giving them consent to apply for a passport, and bank statements.

Applications to replace passports lost in natural disasters or terrorist attacks

Emergency situations may result in exceptional circumstances whereby groups of British citizens overseas are unable to locate their passports as a result of natural disasters, extreme security or emergency situations. The scale of these exceptional circumstances needs to be sufficient to merit humanitarian aid and assistance to British citizens to enable their return to the UK; or to travel from these areas to another country; or to indicate their citizenship status and identity as a foreign national in the relevant country.

Conditions for a gratis replacement passport

This guidance sets out the criteria by which a free replacement passport will be issued and the process of dealing with applications. Decisions should not be made on individual cases unless the Identity and Passport Service (IPS) has deemed that the emergency gratis criteria are in place.

Emergency gratis criteria

The Foreign and Commonwealth Office (FCO) has described the event as a “crisis” and has put in place the ‘Exceptional Assistance Measures’ which have been agreed by the Cabinet Office and Number 10. This means that the event is considered of sufficient seriousness to merit the situation being kept under review to ensure the safety and security of British nationals. This may involve natural disasters, political crises; terrorist attacks; or serious accidents.

And...

The application of the gratis arrangements has been authorised by IPS. When such an authorisation is in place, staff in the UK will be notified by the IPS, Central Policy Team via the arrangements in place for issuing policy procedures guidance and overseas staff by the IPS, Central Policy Team.

Current arrangements

There is currently in place (starting 10th March 2011) authority to issue gratis replacements passports to those who lost their documents as a result of the Libyan crisis and New Zealand earthquake. No further refunds should be provided after 9th March 2012 without reference to HQ Policy.

Entitlements of the passport holder

Once a decision has been notified by the Central Policy team, an existing passport holder will be entitled to a replacement passport, valid to the date of expiry of the original passport, free of charge provided that:

- a) the application is made on return to the UK or made overseas, the application must be submitted within 12 months of the date by which the event has been deemed by FCO to be a crisis event.
- b) the validity of the current passport does not expire within a period of less than 12 months. This recognises the requirement in most countries for a foreign national to be travelling on a passport with a minimum validity period usually six months or more.

- c) the passport holder does not hold insurance cover to meet the loss. This will require the applicant to provide an undertaking that they do not have travel, household or other insurance cover to meet the loss;
- d) the passport holder is able to confirm that the events in the disaster area impacted on their ability to access their passport - the possession of an Emergency Passport or of an Emergency Travel Document issued in the relevant country will suffice. In cases where these have not been issued, it will be a matter for the individual to provide evidence of having been in the disaster area during the relevant period and how they were affected. This may require sensitive handling. Staff must ensure that the right balance is achieved between understanding the possible stress of the applicant and the need to maintain the security of the passport issuing process.

Fees

All applications (including those made overseas) for a replacement passport should be submitted with the required fee. If a person claims under the gratis guidance and meets the criteria, they should be advised that the full fee will be refunded on satisfactory completion and issuing of the passport. If the person does not claim on that basis but it is evident from their application that they would fall to be considered under these provisions, the applicant should be contacted to provide evidence that their travel insurance does not cover their losses in order that the fee may be refunded.

The 'full fee' includes the Fast Track or Premium service element of the fee if applicable and the fee taken by the Post Office for the Check & Send service.

As IPS has responsibility (from 1 April 2011) for the issue of all passports both in the UK and overseas, it will also not charge the fee for replacement passports for those applying abroad.

Applicants overseas who are unable to submit the fee in advance will have access to consular service to see what assistance can be provided. It will need to be decided on the circumstances of individual cases but considering a passport replacement case without an up-front fee should only be done on an exceptional basis.

Supporting documents and insurance cover

Applications will need to be accompanied by a completed LSO1 form, evidence that the applicant's travel insurance does not cover losses arising from a political crisis, a natural disaster, terrorist attack or serious accidents and supporting documents. The fee should be sent with the application but it will be refunded if it is agreed to issue a free replacement. The normal Lost, Stolen and Recovered (LSR) policy should be applied in all cases.

If a replacement application is received with an LSO1 form showing that the passport was lost abroad in an emergency situation but no evidence that their travel insurance cover the loss, the applicant should be contacted if possible to explain that the fee will be refunded and a replacement valid to expiry date of the original will be issued, if the applicant can send in evidence that their travel insurance does not cover losses due to a political unrest or natural disaster.

Security & previous travel documents

As previous passports are normally cancelled on the system when the FCO issue Emergency Passports (EPs) or Emergency Travel Documents (ETDs), IPS records should show that the previous travel document was lost as a result of an emergency situation. However, examiners should check this to make sure that the previous passport has been cancelled on the system. If no details are recorded on the system further evidence should be sought from the applicant.

Applications for replacement passports may be supported by emergency passports or emergency travel document issued by FCO to enable the applicant to return to the UK or overseas port following the events. These documents should be retained by the examiner and sent to the Peterborough Searching Team who will record them on the system against the previous passport. Please note that some EP or ETD should have collected by UK immigration or overseas border controls.

Emergency passports or emergency travel documents issued in crisis situations will not normally include a visa. Should the applicant request the return of the emergency passport or emergency travel document because it includes a visa this should be declined. A photocopy of the document showing the visa may be provided to allow the applicant to claim on their insurance for a replacement.

Passport Validity

Where an applicant states that they have just returned from a disaster area and wants to apply for a renewal of their passport which they still have in their possession, advise them that they should apply in the normal way as renewal of passports is not part of the free replacement scheme. They should be advised that the free replacements are only for people who lost their passports in disaster areas and had a substantial validity (12 months or more) remaining on the documents.

Where the applicant's lost passport has a validity of less than 12 months, they should be advised that they are not eligible for a free passport under this scheme. That is because we would not issue passport for less than 12 months because some countries have minimum validity requirements on the passport to enable access to their country. Instead, applicants should be

advised that the unexpired validity from their lost passport will be added to any new full validity passport up to maximum of 9 months.

Communication

The Foreign Office website will continue to provide advice to British nationals about individual crises or situations. Directgov website will provide advice to potential applicants and beneficiaries of this scheme in general terms. We do not propose to issue timelines for application against every emergency situation as this could be confusing with ongoing situation and put unnecessary pressure on consular staff in particular by applicants applying to meet the deadline rather on the basis of any need for a passport.

UK nationals residing in the UK

People in the UK face serious accidents incidents and the effects of natural disasters such as flooding. The provisions of this guidance do not apply to “crisis” events which happen in the UK as the primary purpose of the scheme is to enable and assist British nationals overseas to return to the UK or to leave the country in which the crisis has occurred.

Section 4

Parental details are required for additional service types. We currently require parental details for those born on or after 1/1/83, and for those born abroad. With the introduction of Release 1a the following service types will also require parental details:

- Child Renewal
- Child Replacements
- Extension applications
- Child Change applications
- All first time adult applications

The details are required for Child Renewal, Child Replacements and Child Change applications so that the Examiner has sufficient information to correctly determine parental responsibility. Provided the information given is enough to establish parental responsibility by the person who made the application for passport facilities, there will be no need to write out if some information is missing. The Policy relating to Parental Responsibility has been published as part of the Children’s Policy, please see Children for further information.

The details are required for Extension applications so that national status and parental responsibility can be correctly determined if it has not previously been determined.

In addition, where an application is for a First Time Adult (FTA) passport, parental details are required. This includes extensions to FTA passports

which have been issued with a Restricted Validity due to an interview not having taken place. Parental details are required for the Interview Profile so that the Interview Officer has as much information as possible about the applicant before the interview commences.

It is anticipated that Steria will Data Verify (DV) the parental details against the application form and where they are missing will write out for them.

The Examiner must ensure that where documentary evidence is provided that the parental details are checked and amended as appropriate.

Renewal of passports

Members of the public may apply to renew their British passport at any time as there is no requirement to wait until the passport expires. Those who apply early may have up to 9 months remaining validity transferred to their new passport.

Apart from two photographs and the previous passport, documents are not normally required when an applicant is surrendering a standard United Kingdom passport of full validity and the personal details are unchanged.

Where identity cannot reasonably be confirmed as a true likeness of the applicant by comparison of photographs, the applicant should be requested to submit a countersigned application and photograph.

On a rolling programme, the new version of the e-passport (version 2) will be introduced on 4 October 2010 when London start issuing the new e-passport for those applications printed centrally. The remaining offices will continue to issue the original e-passport until they too introduce the new version. As both e-passports will be in production at the same time (until all offices cutover to issuing the new e-passport by mid December 2010) there is no guarantee which style of passport a customer will receive. Local Print rooms in all the regions will continue to use the original e-passport until further notice.

Those applicants who contact us complaining they have received the original e-passport when they wanted the new e-passport must be advised that there was no guarantee which version would be issued and both versions are valid for travel. We will be unable to offer a free replacement.

Offices issuing original e-passports (version 1) during transition

If the customer includes a letter indicating they wish to replace their valid passport with the new e-passport, the examiner must contact the customer and explain our position. Customers are not guaranteed to receive the new style passport; we can only commit to issue a valid passport to enable travel. In these circumstances only, the customer will have the option to proceed with the application or their application to be withdrawn. A refund of the fee may be exceptionally granted in these circumstances, during the transition, only. The normal refund of fee policy should apply at all other times.

Renewal of passports issued during 1999

Although offices were under considerable pressure during the summer of 1999, there was no general relaxation of examination requirements and therefore no reason now to introduce additional checks as a matter of routine on renewal of passports issued in 1999. However, there are some circumstances where renewal of a 1999 passport may require additional action.

Restricted validity issues were frequently used to allow travel where an application was trapped in the backlog or for any other reason where full evidence could not be supplied. As the usual period of validity given was 12 months, these should almost all have been replaced before now. If any expired restricted validity issue is presented now in support of a renewal application, the issue file should be obtained and the case examined in the same way as an extension. Please also see Restricted Validity Passports.

Another measure taken in 1999 was to grant exceptional 2 year extensions, free of charge, on expiring passports. This was done mainly by Check & Send Post Offices, using FCO stamps to validate the endorsement. Almost all of these should have been renewed before now, but if any are submitted for renewal now they can be treated as normal renewals provided the applicant remains recognisable and the passport shows no sign of tampering.

For postal applications the customer should be contacted by telephone wherever possible to ask whether the duplicate passport was received and if so what has happened to it. The examiner should complete a form LSO1 as far as possible from the details given before sending the form for signature. During the telephone conversation it should be explained that we need a signed declaration in order to allow us to cancel the missing passport electronically and prevent it being misused. If it proves impossible to contact the customer within 2 days, a letter of explanation should be sent with a form LSO1 in which the duplicate passport details have been entered by the examiner.

For counter applications the need for the signed declaration should be explained and as far as possible the examiner should complete the form from the information given and hand the form over for signature only.

A form LSO1 is of course not needed if the 2 passports are sent with the renewal application.

First time applications for passports

Applicants born in the United Kingdom, the Channel Islands, and the Isle of Man, must submit:

- A birth (or adoption) certificate showing their full name and place or country of birth; and,

- If applicable, a marriage certificate (or divorce decree) to confirm the change of name from that shown on the birth or adoption certificate.
- Applicants born on or after 1 January 1983 must supply a full birth certificate showing details of their parentage.

NOTE 1: Baptismal certificates and No Name Certificates of Registry of Birth are not acceptable.

NOTE 2: Applicants applying for a passport in a future married name should submit a completed leaflet PD2.

If an applicant's name has changed other than by marriage, documentary evidence of the change of name must be provided in the form of a change of name deed, a statutory declaration, or other specified documentary evidence.

Applicants born in the United Kingdom after 31 December 1982 must submit:

- A full birth certificate
- Proof of mother's claim to British nationality or settled status (this should be in the form of mother's British passport number at section 4 of the application form; or birth certificate, or Home Office certificate of registration/naturalisation. In the case of settled status, mother's foreign passport or UK travel document with ILR; or ILE; or NTL or Permanent Residence in the UK)
- Proof of father's claim to British nationality or settled status (this should be in the form of father's British passport number at section 4 of the application form; or birth certificate, or Home Office certificate of registration/naturalisation. In the case of settled status, father's foreign passport or UK travel document with ILR; or ILE; or NTL; or Permanent Residence in the UK). Also, his marriage certificate if child was born before 01/07/2006 and claim is through father.

Applicants born outside the United Kingdom or Overseas Territory before 1st January 1983 will need to submit:

- A birth certificate showing the names of both parents;
- the marriage certificate of their parents;
- their father's birth certificate or passport on which the applicant entered the United Kingdom (please see section 9.14 for the policy when documents are non-existent for those born abroad who are British Citizens by descent and the appropriateness of challenging UKBA decisions).

NOTE: A woman who has acquired British nationality by virtue of her marriage before 1 January 1949 must in addition to her birth certificate and marriage certificate (or divorce decree), submit her husband's birth certificate or passport.

If an applicant has acquired British citizenship either by:

- naturalisation or registration proof must be provided by submitting the relevant documentation;

NOTE: Applicants who are unable to produce either their naturalisation or registration certificate must submit a letter from the Home Office Nationality Group confirming the issue of the certificate but copies of certificates cannot be issued. In such cases, examiners must obtain confirmation of the details and issue of the certificate described in the letter from the Nationality Group before authorising the issue of a passport.

- Adoption in the United Kingdom between 1 January 1950 and 31 December 1982, the adoption certificate showing the names of the adoptive parent(s) and
- Documentary evidence that the adoptive parent (or male parent in the case of a joint adoption) was a British Subject Citizen of the United Kingdom and Colonies must be submitted. (See: annex to Adoption)
- Adopted in the UK on or after 1 January 1983 Full adoption certificate and evidence that one of the adopters was a British Citizen at the time of the adoption

Applicants born outside the United Kingdom, the Channel Islands and the Isle of Man after 31 December 1982 must submit:

- A birth certificate showing the names of both parents; and one of the following:

Mother born United Kingdom:

Mother's birth certificate.

Father born United Kingdom:

(a) Father's birth certificate and,
(b) the marriage certificate of the applicant's parents (unless applicant born on or after 01/07/2006 where the parents are not required to be married in order for the father to pass on his status)

Neither parent born United Kingdom:

Either: (a) mother's naturalisation or registration documents (as proof British citizenship has been derived otherwise than by descent); or,

(b) similar evidence for the father and his marriage certificate (unless applicant born on or after 01/07/2006 as explained above).

An applicant subsequently adopted in the United Kingdom must submit a full adoption certificate showing the names of the adoptive parents together with documentary evidence that one parent is a British citizen.

Descent claims

It is not unusual to find that a person born in the Indian sub-continent during the first half of the 20th Century did not have their birth registered. In some cases the birth was not registered at all and in other cases the birth may have been registered sometime after the event. Neither of these circumstances is unusual, and examiners need to be aware of this fact.

Where there is no record of an entry of birth relating to the applicant the examiner should, where appropriate, request confirmation from the registering authority that there is no record of a birth relating to the applicant between the years (4 year span). Additional supporting documentation should be requested from the applicant which relates to the applicant's early years. For example a certificate of baptism (if appropriate), evidence from school records/reports; doctor's records etc would be acceptable supporting evidence especially if they support the parent-child link.

Statutory Declarations should not be accepted for such claims see Statutory Declarations as supporting documents for complex cases.

Where the claim is not clear

Where the claim is not clear full decent documents should be requested to include mother's/father's claim to British Nationality and parents' marriage certificate if appropriate.

When a marriage took place in Pakistan or Bangladesh before 1960 it was not mandatory to register the event. Some applications may be submitted without evidence of marriage whereas others may be submitted with a land transfer document that was agreed at the time of the marriage. These documents are acceptable for passport purposes provided the details can confirm the details shown at section 4 of the application form.

Statutory Declarations should not be accepted for such claims. See Statutory Declarations as supporting documents for complex cases.

Only in cases of doubt, and/or where evidence of derivation of status is still required the UKBA file and post abroad should be consulted.

When consulting UKBA and checking Home Office files examining staff should be aware that IPS only determine nationality based on the documents provided to us. UKBA are the Home Office department responsible for determining national status where there is little or no evidence to support the claim. They exercise a degree of discretion when granting status letters or registration or naturalisation certificates that IPS are not empowered to use.

Amending a passport

A passport may be amended at the request of the holder to:

- change a name
- change a photograph
- alter the nationality status
- change or add an observation (this will be rare)

Where an application is submitted to amend an existing passport it must be supported by documentary evidence of the change, two recent photographs, and the appropriate fee for a new passport.

NOTE 1: No fee is charged for deleting a child's name from a valid passport.

Children born after 31 December 1982

Examining staff should take particular care when dealing with applications for children. In particular, attention should be paid to the date of birth and national status of the child's parents, many parents are themselves born after 31.12.1982 (See also Children).

Under the provisions of Section 1(1) British Nationality Act 1981, those born after 31 December 1982 in the UK had to be born to a parent who was a British Citizen or settled in the UK at the time of the birth to become a British Citizen by birth in the UK (Otherwise then by Descent - OTBD). (See also Children.)

Where the parents are born after 31 December 1982, the examiner should be satisfied that the parent was also a British Citizen at the time of the child's birth. This can be done by reference to the parent's passport details or by reference to the grandparent's place of birth, or immigration status at the time of the parent's birth (see also Children).

Altering the nationality status

An applicant submitting an application for the nationality status to be altered must provide corroborating documentary evidence of the change of status.

Photographs of included children

Any person who approaches the IPS with a request that we add a child's photograph to a passport in which their details are included should be advised that this service has been withdrawn. The child should have his/her own passport and be deleted off any passport on which his/her name appears.

The notes, which support the passport application form, advise that two recent photographs should be submitted with the application.

Where the applicant cannot be easily identified; where the age of the person in the photograph does not appear to relate to the age of the passport applicant; or where the application is for a first passport; the photographs will need to be certified and the form countersigned.

Applications from persons resident overseas

The passport issuing authority in the country of residence normally deals with applications from overseas residents for United Kingdom passports.

Applications received from residents overseas will be entered onto the system and then forwarded to IPS for attention after data verification. No attempt will be made by Steria to contact the applicant.

On receipt of the application the examiner will write to the customer advising that the IPS can only issue passports to those British Nationals resident in the UK, and suggesting that an application is made to the nearest British passport issuing post in the applicant's country of residence. All documents and photographs submitted should be returned to the applicant.

The application must be withdrawn on the system and the fee retained by IPS (see the Fees page - Refund of Fees). The application form should be destroyed in the normal way, as it will be of no further use to the customer when applying to an FCO administered post.

Personal callers submitting an application on behalf of someone resident abroad should be advised to return the application to the applicant for submission to the nearest British Passport issuing authority in the country of residence.

Where a personal application is made from someone who is normally resident abroad but who is currently in the UK an application may be accepted provided it meets the criteria for the Premium Service.

Where a personal application is made using the Fast Track service the application may be accepted provided the applicant provides an address in the UK to which the passport may be posted.

Applications from a British Forces Post Office (BFPO) address are rarely received, but may be accepted only when addressed to BFPO Ships or to a shore establishment (e.g. HMS Caroline, Northern Ireland), or when the British Forces Post Office address is followed by a number (e.g. BFPO 201). Following the introduction of secure delivery service, these will be sorted by Secure Mail Services (SMS) who will send them via a dedicated DX courier run.

Applications for United Kingdom passports in overseas territories

To obtain the benefits of visa abolition agreements, British Citizens, and British Subjects with the right of abode in the United Kingdom, whose passports expire whilst they are resident in an overseas territory may, if they wish, renew their passports in the United Kingdom provided the originals were issued here.

Applications are usually submitted via the British Consulate or High Commission and the issued passports returned via the "bag scheme". Applications from Gibraltar, St Helena, and Ascension Island are submitted direct to the Liverpool Passport Service.

Applications received from solicitors

If an application is received from a solicitor who indicates they are acting on the applicant's behalf, we should, if requested, return everything to the solicitor, including any letters sent. Alternatively if they do not indicate they are acting on behalf of the applicant we should contact the solicitor to advise them that everything will be returned direct to the applicant. In either case, the applicant's residential address must be entered in section 2 of the application form as per standard policy.

The authority for issuing passports

There is no statute law governing the granting, refusal, and use of British passports but there is discretion to refuse or withhold in certain circumstances as agreed by Parliament. See Refusing and Withdrawing passport Facilities for further information.

Passports are issued in the United Kingdom and overseas at the discretion of the Secretary of State for Home Affairs (Home Secretary), in their exercise of the Royal Prerogative, which is an executive power that does not require legislation. On behalf of the Home Secretary, the Identity and Passport Service (IPS) is the responsible authority for all matters relating to passports for British nationals in the United Kingdom and overseas.

The Foreign and Commonwealth Office is responsible for applications made abroad before 01 April 2011, which were issued at the discretion of the Secretary of State for Foreign and Commonwealth Affairs (Foreign and Commonwealth Secretary).

The Royal Prerogative is also exercised by Lieutenant Governors of the Channel Islands and the Isle of Man, and by Governors and Administrators of Dependent Territories.

The need for a passport

Although there is no legal requirement for a British citizen to hold a passport when travelling from or entering the United Kingdom (apart from the Republic of Ireland) the Immigration authorities both in this country and overseas need

to be satisfied as to the identity and nationality of each individual. A passport is the most convenient document for this purpose and a passport check is used also as part of the security measures employed in airports, international rail stations, and ports.

There are other reasons why a passport is required:

- Many countries (including all continental European countries) require overseas residents and visitors to be able to provide proof of identity and nationality, either in the form of a national identity card or valid passport.
- In some countries there is a legal obligation to carry either a national identity card or valid passport at all times.
- Airlines, ferry, shipping, and rail companies check the identity of passengers before they make an international journey. These include checks for security purposes and checks to ensure that the carrier is meeting its obligations under carrier liability legislation (see Annex for further information).
- Where a holder experiences unforeseen difficulty when abroad, proof of nationality provided by a British passport will enable access to the protection and services provided by British consular posts.
- When returning to the United Kingdom, a passport is required to satisfy immigration control the holder is resident in the country.

Types of passports

IPS issues United Kingdom passports in a common format agreed in 1981 by EC member states as a result of an EC Resolution. As an international travel document the passport complies with international practice, in particular the International Standards and Recommended Practices of the International Civil Aviation Organisation Convention on International Civil Aviation first issued in 1949 and to which the British Government is a signatory.

EU and non-EU Passports

The reference to the European Union on the passport front cover and page 1 of the document draws the attention of authorities in each member state that the holder is entitled to certain privileges under European Treaties - free movement, right to work etc. Certain information in the passport is given in each of the official languages of Member States. On 4 December 1997 'European Community' was changed to 'European Union' on both the front cover and page 1 as a result of a supplementary Resolution of 22 June 1995.

The UK Common Format Passport (CFP) was introduced at the Glasgow office in September 1988 and was extended to other offices by the spring of 1991. The passport is issued to persons who are United Kingdom nationals for European Union purposes, i.e.:

- British Citizens;
- British Subjects with the Right of Abode in the United Kingdom

- British Overseas Territories Citizens who became British Citizens on 21 May 2002 in accordance to the British Overseas Territories (BOT) Act 2002;
- British Overseas Territories Citizens connected with Gibraltar;
- British Citizens from the Channel Islands and Isle of Man.

Note - Although British Citizens from the Channel Islands or the Isle of Man have the right of abode in the UK, not all have the right to free movement for employment or establishment in other Member States of the European Union. Those meeting the following conditions should be issued with full CFP:

- Those with a parent born in the UK;
- Those with a grandparent born in the UK;
- Those who have themselves been resident in the UK.

Otherwise the observation “**Holder is not entitled to benefit from EU provisions relating to employment or establishment**” must be included in a CFP – see the Observations Policy for details.

Other British nationals are issued with a similar passport known as the 'look-alike'. This is similar in format to the common format passport but differs principally in that 'European Union' is absent from the front cover and first page. The books also only contain English and French and no other European language (French being the language of diplomacy). A 'Look-a-Like' passport is issued to all British nationals not entitled to the CFP, i.e. those with no Right of Abode in the UK:

- British Overseas Citizens;
- British Overseas Territories citizens (though they may also be eligible to hold a BC passport);
- British Protected Persons;
- British Nationals (Overseas);
- British Subjects who do not have the right of abode in the UK;

Note - It is possible, although now rare, to have a British Subject who does have right of abode in the UK. These will almost certainly be applicants who have family ties or a close connection with India. Such people should be issued a look-a-like passport with the observation "THE HOLDER HAS RIGHT OF ABODE IN THE UNITED KINGDOM". See Observations Policy for details.

Channel Islands, Isle of Man and Overseas Territories passports do follow the style of those issued in the UK. The main difference is that the words "United Kingdom of Great Britain and Northern Ireland" on the cover and page one are replaced by the name of the territory, and that the 'exhortation' on the inside of the front cover is in the name of the relevant Lieutenant-Governor, Governor etc. With the exception of the Falkland Islands and Gibraltar, Overseas Territories' passports are in the 'Look-a-Like' format. The Channel Islands and the Isle of Man appropriately endorse the Common Format Passports of those holders who are not EU nationals.

Digital and E-passports

A digital United Kingdom passport was introduced on 5 October 1998 at the Liverpool office; by November 2001 the new document was being issued at all offices. The new passport incorporated safeguards in line with international developments; digitising the photograph and the holder's signature is the internationally accepted way of improving passport security and preventing photo-substitution. The technology captures a digital image of the photograph and signature and reproduces these on to the personal details page of the passport.

The first biometric or e-passport was issued by our central production facility on the 6th March 2006. These e-passports introduced a new design with additional security features, including a chip containing the holder's facial biometric. The passport showed the personal details at the back page with the chip and antenna visible on observation page. They were introduced gradually throughout 2006.

From 4 October 2010, a new style e-passport is being introduced in the UK. The personal details page (which includes the holder's photograph) and the observations page have been moved to the front. The electronic chip, which includes information as, printed on the personal data page is in the back cover. Other changes have been made to improve the security of the document such as new page designs. Each page will have a different design which covers both pages to hinder page substitution and there is a latent image on the inside front cover that can be viewed by tilting the cover at eye level. These new physical security features will help fight identity fraud and make the passport harder to forge. Both designs will be produced at the same time during a phased roll out of the updated design. Both will be valid.

Size and Validity

e-Passports are available in 32 or 48 page versions; the latter (Jumbo passport) is primarily for use by those who travel frequently and require additional pages for visa purposes. Both documents are valid for ten years when issued to adults. Passports issued to children are valid for 5 years.

References to Passport Types

The result of the above changes is that there are a number of different designs of machine readable passports in circulation, some will be out of date but others will still be valid. The table below details the passports, the year they were introduced and how they will be distinguished. This also allows for continuing changes in design.

Passport Type	Issued	Date	Term to Use
Machine readable passport	PIMIS	1989	MRP
Digital passport	PASS	1998	Digital passport
Biometric passport	PASS	2006	e-passport (version 1)
New style Biometric passport	PASS	2010	e-passport (version 2)

Collective passports

See Collective Passports

Queen's Messengers' passports

These passports, which are valid for five years and renewable for a further five years, are issued by the London office to members of the Corps of Queen's Messengers travelling as Diplomatic Couriers.

Emergency passports

The correct procedure for returning one page emergency passports (valid for only one journey) should be for the holder to hand the emergency passport over to the Immigration Service at the airport. However, emergency passports which have been returned to IPS should be forwarded to:

Emergency passports received by examiners as part of an application for passport or by customer service teams should also be forwarded to the Searching Team.

On receipt of the emergency passports, Searching Team will only log these documents onto the system and then destroy them.

An emergency passport (EP) is usually issued when a standard passport has been declared lost or stolen, or is temporary unavailable, and there is insufficient time to process a replacement full validity passport. The Foreign and Commonwealth (FCO) passport officer processing an EP application is currently required to complete the full nationality observation, as well as a check. The officer examining the application should make a note on the

application (C1 or C2) form stating the applicant's claim to British nationality i.e. relevant Act, and the date/time of the check.

The standard FCO guidance is that an EP should **never** be issued to any first time British applicant who has not already held a full British passport. Agreement to issue passports to first time applicants must be obtained from HQ Operational Policy.

Further to this, there are specific instructions for full passport-issuing posts, and non (full) passport-issuing posts. Full passport-issuing posts, should wherever possible, depending on local circumstances, issue a full passport in replacement of a lost, stolen or expired passport. At non-passport-issuing posts EPs may be issued during office hours, when a person whose passport has expired, or is lost, stolen, destroyed or otherwise unavailable, needs to leave the country urgently, for example due to a bereavement in the family.

Please note that Emergency Passports are not the same as Temporary Passports. Unlike the guidance for temporary passports an examiner should **not** use the issuance of an emergency passport as evidence of nationality or identity.

Formats

There are two types of Emergency Passport issued by our posts abroad, the 1 page A4 size document which staff will be used to seeing and an 8 page A6 size document in a booklet form with a beige cover which began rollout from October 2009. The A6 size Emergency Passport includes a page of the holder's photograph, personal details and a machine readable zone. It is valid for single or multiple journeys, the validity is noted on the observations page. Not all posts have received the equipment or training to issue these documents at the moment. The rollout is beginning with the Middle East. It is envisaged that all posts will be 'live' by the end of 2010.

The posts which have not received the new system (BRIDGE) are still issuing the old format 1 page documents. Additionally, all posts will retain a limited stock of the old style Emergency Passport documents after the rollout of BRIDGE to be used as a back up in cases of equipment failure or natural disaster, so staff will continue to see both formats in future.

Business Contingency System (BCS)

The ePassport-enabled Business Contingency System (eBCS) is a stand-alone system that allows ePassports to be produced in small volumes when the system is unavailable and in other specific circumstances listed below.

Such applications being transferred from the system to eBCS should be authorised by a Production Manager (SEO) or the local Business Services Manager (SEO), who should in turn, inform the System Manager.

The system has a much reduced throughput capacity and is only intended to be used in extreme cases where the system is unavailable.

In the event of the system being unavailable it may be necessary to issue urgent applications through eBCS where there are compassionate grounds or urgent business travel as defined by the Tiered Application Service policy. (Where possible applicants should be deferred until the system is available.)

In the event of the system being unavailable, where an application has been part processed and requires issuing urgently due to compassionate grounds or urgent business travel, where possible the applicant should be asked to submit a new application.

An SEO Production or Local Business Services Manager will make the decision whether an application should be transferred to eBCS. The Counter Manager (HEO) may authorise on a Saturday.

There are only four reasons why BCS should be used:

- Where a Specimen passport is issued by PCMT (see Specimen Passports)
- Where the system fails and an applicant requires an immediate issue for proven compassionate reasons/diplomatic travel
- Where the system is down for a considerable period of time and a business decision is made to stay open by issuing through BCS

Annex A

Carrier Liability

There are a number of reasons why airline and ferry staff may check the identity of passengers before they make an international journey. These include checks for security purposes and checks to ensure that the carrier is meeting its obligations under carriers' liability legislation. The United Kingdom legislation is the Immigration (Carriers' Liability) Act 1987, which applies only to carriers bringing passengers from foreign destinations to the United Kingdom. The Act was introduced in March 1987 in an attempt to reduce the increasing number of passengers arriving in the United Kingdom with forged passports, forged visas, no visas, and in many instances no passports or travel documents.

The Act places an obligation upon air and sea carriers to ensure that passengers to the United Kingdom hold valid passports or travel documents, and, where necessary, valid visas. If a carrier brings to the United Kingdom a passenger who is inadequately documented, the carrier renders itself liable to a charge under the Act, which currently stands at £2,000 per passenger. Over 40 countries have similar legislation. The Schengen Convention, described below, also requires signatories to implement carrier liability legislation on

flights crossing external Schengen frontiers (for example to a flight from the United Kingdom to Germany).

The Abolition of Frontier Controls by other European States

The creation of a frontier-free area within Europe has been an objective of some European countries, but not the United Kingdom, since the signing of the Schengen Agreement in 1985. The Schengen Convention of June 1990, which is an inter-governmental agreement outside the structures of the European Union, made specific provision for abolishing checks on persons and goods at internal frontiers of the Schengen area. The UK has no intention of applying for membership of Schengen since this would be inconsistent with the maintenance of the UK's frontier controls.

Seven European countries (France, Germany, Belgium, the Netherlands, Luxembourg, Spain, and Portugal) implemented the Schengen Convention on 26 March 1995. Although six of the countries have abolished controls at their common frontiers, France has announced its intention to maintain fixed controls on persons at its land frontiers with Belgium and Luxembourg. With this exception, this means that in practice people crossing the common borders of these countries are no longer routinely asked to show their passport or identity card (i.e. when travelling within the Schengen area). However, the Schengen Convention still requires persons (including British citizens) to hold a valid travel document (which for British citizens, is a passport) when they are entering or leaving the Schengen area e.g. the frontier between the UK and any Schengen State.