

Requests to reproduce a passport

Requests for permission to reproduce the front cover and inside pages of a passport should be referred to the Parliamentary and Correspondence Management Team (PCMT) (Formerly the Chief Executive's Private Office). The application will be dealt with in conjunction with Her Majesty's Stationary Office who are responsible for the copyright charge. On sight of the final design/wording and in accordance with advice from relevant sections and Guidance Note 20 (www.hmsso.gov.uk/copyright/guidance/gn_20.htm), Private Office will make a decision and refer back to HMSO to respond.

Requests to reproduce the IPS application form

Requests to reproduce the Identity and Passport Service (IPS) application form should be referred to PCMT. Each request is assessed on a case by case basis. If approval is given, the application form should be used for reference purposes and not as a major source of revenue.

Requests to photocopy passports

PCMT will also provide assistance to anyone making an enquiry regarding the photocopying of a passport.

An exception to the above is where a member of IPS staff has requested, as per letter 201 (paragraph H), a photocopy of a countersignatory's bio data page of their current passport. This is usually when a countersignatory has changed their name and has not updated their current passport to reflect this (i.e upon marriage, civil partnership, etc). IPS staff need not therefore approach the Parliamentary and Correspondence Management Team on these occasions and can request a photocopy of the bio data page of a countersignatory's current passport.