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Xxxxxxx Xxxxxxx

Reference: FOICR 18078/11

31 March 2011

Dear Xxxxxx

FREEDOM OF INFORMATION REQUEST

Thank you for your e-mail of 16 March, in which you ask for information on passport policy. Your request has been handled as a request for information under the Freedom of Information Act 2000.

I am able to disclose the following information. You asked:-

Please provide me with a copy of your passport photograph requirements dated for 2001.

Furthermore, please could you confirm whether a copy of a passport would be obtainable if a court order had been issued in our favour.

Below is an extract from the policy guidance in existence in 2001.

PHOTOGRAPHS

10.1 Passport photographs should be 45mm x 35mm which should be printed on normal thin photographic paper and be unmounted. They should be taken full face against a white background and normally be identical. Discretion may be exercised where an applicant's facial features merge with a white background, e.g. an individual who has white hair. If it is necessary to request the applicant to provide further photographs the reason why the original photographs are not acceptable must be explained; the new photographs should be taken against a pale or pastel background; and, the Agency will reimburse the cost incurred providing a receipt is submitted with the photographs.

10.2 Photographs which are not identical should not be rejected without the

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Visit our website at www.ips.gov.uk.

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authority of a line manager.

10.3 Provided that photographs show the full face of the holder, photographs should not be rejected where a religious head covering is worn.

10.4 When applying for a first standard passport one photograph should be certified on the back by the person who countersigns the passport application (see Countersignatures).

10.5 Where an applicant is applying to have a passport replaced, the photograph does not need to be certified if the application is supported by a previous passport (providing the applicant can be readily identified from the photograph) .

The Identity and Passport Service (IPS) retains data on issued passports. Xerox copies of passport books are not held.

All third party data requests are dealt with in accordance with Data Protection Policy. If a request is made in cases where fraud is known or suspected, where identity is in doubt or in connection with the prevention, detection or investigation of crime, the request should be sent to MISC.referral@ips.gsi.gov.uk. If it is not related to crime, it should be sent to: DPA.Queries@ips.gsi.gov.uk.

In keeping with the Freedom of Information Act, we assume that all information can be released to the public unless it is exempt. In line with normal practice, we are therefore releasing the information which you requested via the Home Office website.

I hope that this information meets your requirements. I would like to assure you that we have provided you with all relevant information that IPS holds.

If you are dissatisfied with this response you may request an independent internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference FOI 18078/11. If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with the response.

Information Access Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London SW1P 4DF

E-mail: FOIRequests@homeoffice.gsi.gov.uk

As part of any internal review the Department's handling of your information request will be reassessed by staff who were not involved in providing you with this response.

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If you remain dissatisfied after this internal review, you would have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely

X Xxxxxx
Parliamentary & Correspondence Management Team

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