

Bangladesh – Straightforward passport renewal for children under 16

We have looked to make the process for renewing your child's passport as straightforward as possible. Renewals will generally take four weeks to process.

However, after initial assessment of your child's application we may need to request additional documentation to be fully satisfied of your child's claim to British nationality and its identity. If this is the case our team will get in touch with you with a list of the additional documents required.

Do not make any travel arrangements until you have received your new passport. If documents are not in English you must provide a translation. You need to provide all original documents and all the translations along with a photocopy of each document.

Essential Documents:

The following documents are essential to establish both your child's identity and claim to British nationality. **Without them we cannot accept your application.** If you do not have any of these documents you will need to provide us with a written explanation of why.

Due to the high level of attempted fraud we see in Bangladesh we will carry out checks on the documents submitted and if documents are found to be fraudulent we will immediately refuse the application. Any fees are non-refundable. We may pass the fraudulent documents to the Bangladeshi or UK authorities for prosecution.

APPLICATION FORM, PHOTOGRAPHS, FEES AND CURRENT PASSPORT

- Completed C2 Passport Application Form - <http://centralcontent.fco.gov.uk/resources/en/pdf/central-content-pdfs/form-c2>
- 2 recent (not older than 1 month) passport size (45 mm X 35 mm) photographs with white background. (One certified by the person who countersigns the application form).
- Correct passport fee and courier fee.
- Current passport of the applicant

FAMILY PHOTOGRAPHS

- Family photographs including the child taken in the last five years (please try and include a least one photo for each year).

CHANGE OF NAME

- If the child / parents have changed name other than marriage then any sworn affidavit, deed poll, newspaper advert of change of name must be provided. For all name changes you must provide official documents (e.g. bank cards, driving license, voters card), which confirm that your name is changed for all

Desirable Documents:

If you can provide your original documents about how the child is British it will make processing the application easier for us and quicker for you. If you cannot we could come back to you and it could take longer than four weeks. Such documents should include:

- Child's local government or consular or long UK birth certificate.
- Documents relating to parents' claim to British citizenship (i.e. their long UK birth certificate / British registration or naturalisation document / passport with indefinite leave to remain in the UK endorsed on it). Even if the applicant was born in the UK we still need documentary evidence of the parents' claim to British nationality or that one held ILR at the time of the applicants birth.
- Parent's marriage certificate (if married).