

CONSULAR SECTION

British Embassy Manila

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Last revised January 2013

FIRST TIME PASSPORT APPLICANTS

APPLYING FOR A UK PASSPORT WHILST IN THE PHILIPPINES

IMPORTANT NOTICE

- **ONCE YOU HAVE OBTAINED ALL THE REQUIRED DOCUMENTS AND ARE READY TO SUBMIT A PASSPORT APPLICATION, PLEASE VISIT <http://britishembassymanila.clickbook.net/> TO SET AN APPOINTMENT.**
- **PLEASE DO NOT BOOK ANY FLIGHTS UNTIL YOU KNOW FOR SURE THAT YOUR PASSPORT WILL BE ISSUED.**
- **ONCE YOUR APPLICATION HAS BEEN SUBMITTED, YOU CAN CHECK ON ITS STATUS BY CALLING THE PASSPORT INFORMATION LINE (SEE PASSPORT ENQUIRIES BELOW).**

If you are applying for a passport for the first time, you should allow at least 6 weeks from when you submit/send us your completed application. Your application will be sent to the British Consulate General, Hong Kong, for processing after it has been checked at this Embassy. If you do not submit all the required documents on your appointment date, there will be a delay in sending your application to Hong Kong.

If you are sending your application to this Embassy via courier, please send photocopies of all the documents you are sending, along with the original copies, unless stated as below. Please send a pre-paid courier envelope, so that your original documents can be returned to you. Photocopies will be sent to Hong Kong in support of your application. Failure to include all the required documents will result in a delay in sending your application to Hong Kong.

The majority of unsuccessful applications are refused due to the fact that one of the parents of the applicant is STILL married to someone else and has not declared this to us. Please note that we do carry out checks on marriages and this may cause delay the application process.

COUNTERSIGNATURE:

Someone who has known you personally for at least two (2) years in the Philippines should complete and sign the Countersignature part on the passport application form. This person should be a British national, or a Commonwealth citizen, who is a Member of Parliament, Justice of the Peace, Minister of Religion, Bank Officer, Established Civil Servant, or any professionally qualified person, i.e. Lawyer, Engineer, Doctor, School Teacher, Police Officer, or a person of similar standing. This person should also be a resident of the Philippines. Passport procedures include a check on the authenticity of passport counter signatories.

If you do not know a British National, or a Commonwealth citizen with these qualifications, then a Philippine citizen may complete and sign the form, provided he/she has a similar standing in the Philippines, and has known you for at least two (2) years. A member of your family should not countersign the passport form.

PASSPORT PHOTOGRAPHS:

Passport photo standards are very important. Applications may be delayed because of incorrect photos. Please see the Identity and Passport Service Guidance for full details: <http://www.ips.gov.uk/passport/apply-photos-standards.asp>. Please send two identical copies of a photograph of yourself taken within the last month.

The photographs must be:

- 45 millimeters (mm) by 35 millimeters i.e. (1.77 inches by 1.38 inches)
- printed on plain white quality paper (not watermarked or embossed)
- a close-up of your head and shoulders so that your face covers approximately 65 to 75% of the photograph

The counter signatory for the application should also write on the back of one of the photos – “I certify that this is a true likeness of (name of applicant)”, and then add the date and his/her signature.

PROCEDURES AND REQUIREMENTS:

At the beginning of your appointment you will be asked to pay the passport processing fee. If your application is refused, this fee will not be refunded. Additional documents may be requested during the appointment. If you are unable to provide some of the documents mentioned, or if there are any doubts regarding the application, you may be required to attend an interview and/or be required to do a D.N.A. test to prove the relationship between parents and applicant (child).

- **FEES** – <http://ukinthephilippines.fco.gov.uk/en/help-for-british-nationals/passports/fees>
- **PASSPORT ENQUIRIES** – <http://ukinhongkong.fco.gov.uk/en/help-for-british-nationals/passports/how-to-apply/philippines/first-time-applications#contact>
- **WHEREABOUTS OF EMBASSY** – <http://ukinthephilippines.fco.gov.uk/en/about-us/our-embassy/contact-us>
- **SCHEDULE OF SUBMISSION OF PASSPORT APPLICATIONS – BY APPOINTMENT – PLEASE VISIT** <http://britishembassymanila.clickbook.net/>

FOR APPLICANTS BORN IN THE PHILIPPINES:

A. For applicants born **ON/AFTER 1ST JULY 2006** to parents who are married/unmarried, where the British citizen father is named on the local birth certificate within a year of the child’s birth, and the mother is **NOT** married to someone else.

B. For applicants born **BEFORE 1ST July 2006**, to married parents, where the British citizen father is named on the local birth certificate within a year of the child’s birth, and the mother is **NOT** married to someone else.

CHECKLIST OF REQUIREMENTS

COMPULSORY DOCUMENTS

- **Please present ORIGINAL documents and a photocopy of each document.**
- **For requirements marked with asterisk (*), we require only the original document.**
- Completed form (please download from the website) *
- Birth Certificate on NSO (National Statistics Office) Security paper
- Consular Birth Registration Certificate if applicable
- Parents’ birth certificates –
 - *British parent: submit full/long version UK birth certificate, or Birth Registration, or Naturalisation certificate*
 - *Philippine born parent: submit NSO birth certificate*
- If applicable, parents’ marriage certificate – submit NSO marriage certificate if married in the Philippines
- If applicable, evidence of parents’ termination of any previous marriage (divorce decree nisi, annulment) *
- CRS Form no 5 - Advisory on Marriages (available from the NSO) *
- Submit **CENOMAR** (Certificate of No Marriage Record) for Philippine citizen parent if not married to the British parent of the applicant *
- If parents are not married, mother’s written consent to the issuance of a passport to her child
- If applicable, father’s/mother’s death certificate *
- If applicable, birth certificates of all other brothers and sisters (applicant’s siblings) *
- Both parents’ previous passports from around the time child was conceived/born *
 - If the British parent is overseas, a copy of all pages of his/her UK passport, certified by a notary/solicitor, will be accepted.
- Both parents’ current passports (if different from passports stated above)
 - If the British parent is overseas, a copy of all pages of his/her UK passport, certified by a notary/solicitor, will be accepted.
- Home Office documents for Philippine nationals who have become British Citizens
- Current or previous passports held by applicant *
- Mother’s antenatal/postnatal/delivery notes, scans and ultrasounds from hospital (from hospital in the UK and in the Philippines), photos of mother pregnant. If unable to obtain original records, please submit copies, which have been attested by the hospital *

ADDITIONAL REQUIRED DOCUMENTS

- Depending on the applicant's age, we may also ask for school records, local photo identity documents, photographs of the applicant growing up, parents' UK documents.

C. For applicants born **BEFORE 1ST JULY 2006 TO UNMARRIED PARENTS**, whose claim to British nationality is through the father only and whose parents **Subsequently Marry After The Child's Birth**:

COMPULSORY DOCUMENTS

➤ **Please present ORIGINAL documents and a photocopy of each document.**

- Same Compulsory & Additional documents as required above (Categories A & B)
- Both parents may be required to sign declarations of paternity ([mother/father](#)) in front of a Consular officer
- The father must complete a [domicile questionnaire](#) –
Note: The purpose of the domicile questionnaire is to establish whether the father has retained a domicile in the UK (this basically means close connections in the UK) and can therefore benefit from the provisions of British nationality law.

D. For applicants who are under 18 years old, **BORN BEFORE 1ST JULY 2006**, to a UK-born British father, and whose **PARENTS WERE NOT MARRIED AT THE TIME OF APPLICANT'S BIRTH, AND ARE STILL NOT MARRIED TO EACH OTHER**. Applicants must directly submit application for registration as a British Citizen to the UKBA Home Office, following instructions on their website: <http://www.ukba.homeoffice.gov.uk/britishcitizenship/>.

**With effect on 16 July 2012, the British Embassy Manila no longer accepts Home Office registration applications.*

BIRTH / ADOPTION / NATURALISATION IN UK BEFORE 01.JANUARY.1983

COMPULSORY DOCUMENTS

➤ **Please present ORIGINAL documents and photocopies of each document.**

➤ **For requirements marked with asterisk (*), we require only the original document.**

- Completed passport form (please download from the website)**
- Applicant's full/Long Birth/Adoption/Registration/Naturalisation certificate
- Parents' birth certificates
 - British parent: submit full/long version UK birth certificate, or Birth Registration, or Naturalisation certificate*
 - Philippine born parent: submit NSO birth certificate*
- If applicable, current or previous passports held by applicant including any passport s/he was included on and or used to travel to the Philippines
- Passports used by mother and father to travel to the UK prior to applicant's birth (if applicable) and both parents' passports from around the time of applicant's conception *
- Parents' marriage certificate – submit NSO marriage certificate if married in the Philippines
- If applicable evidence of parents' termination of any previous marriage (divorce decree nisi, annulment) *
- If applicable, father's/mother's death certificate *
- If applicable, birth certificates of all other brothers and sisters (applicant's siblings) *
- Documents with regards to applicant's change of name -
 - Sworn affidavit, deed poll and newspaper cutting with regards to change of name (including adding or dropping names);
 - Marriage certificate and wedding photographs, if name change is through marriage

ADDITIONAL REQUIRED DOCUMENTS

- Mother's antenatal/postnatal/delivery notes, scans and ultrasounds from hospital. If unable to obtain original records, please submit copies, which have been attested by the hospital *
- School records from Nursery to University, as applicable *
- Local photo identity documents e.g. voter's card, driving license, bank cards, etc *
- Applicant's life photographs (ideally not digitised photos), to include
 - Photographs as a baby with parents in the UK (if applicable) *
 - Photographs on return to the country (where application is being made) *
 - Photographs of applicant growing up in the UK/country where making the application; with parents & siblings *
 - If married, wedding photos *
- Parents' UK documents (one year before and up to two years after applicant's birth)
 - College Diploma/Certificates; employment/tax records, salary slips; building society books; bank statements; medical records; driving license *

BIRTH IN THE UK 01.JANUARY.1983 ONWARDS

COMPULSORY ADULT DOCUMENTS

- **Please present ORIGINAL documents and photocopies of each document.**
- **For requirements marked with asterisk (*), we only require the original document.**
- Completed passport application form (please download from the website)
- Applicant's full/Long Birth/Adoption/Registration/Naturalisation certificate
- Current or previous passports held by applicant including any passport s/he was included on and or used to travel to the Philippines
- Evidence of parents' claim to British Nationality i.e. full/long UK birth certificate or naturalisation / registration document
- Passports used by mother and father to travel to the UK prior to applicant's birth (if applicable) and both parents' passports from around the time of applicant's birth *
- If parent is not a British citizen, passports or evidence that the parent was settled in the UK with indefinite to remain in the UK at the time of the applicant's birth *
- Parents' marriage certificate – submit NSO marriage certificate if married in the Philippines
- If Applicable evidence of parents' termination of any previous marriage (divorce decree nisi, annulment) *
- If parents are not married (only applicants who were born after 30 June 2006 to unmarried parents can apply under this category) , mother's written consent to the issuance of a passport to her child
- If applicable, father's/mother's death certificate *
- Birth certificates of all other brothers and sisters (applicant's siblings), if applicable *
- Documents with regards to applicant's change of name
 - Sworn affidavit, deed poll and newspaper cutting with regards to change of name (including adding or dropping names);
 - Marriage certificate and wedding photographs, if name change is through marriage

ADDITIONAL REQUIRED DOCUMENTS

- Mother's antenatal/postnatal/delivery notes, scans and ultrasounds from hospital. If unable to obtain original records, please submit copies, which have been attested by the hospital. *
- School records from Nursery to University, as applicable *
- Applicant's life photographs (ideally not digitised photos), to include
 - Photographs as a baby with parents in the UK (if applicable) *
 - Photographs on return to the country (where application is being made) *
 - Photographs of applicant growing up in the UK/country where making the application; with parents & siblings *
 - If married, wedding photos *
- Parents' UK documents (one year before and up to two years after applicant's birth)
 - College Diploma/Certificates; employment/tax records, salary slips; building society books; bank statements; medical records; driving license *

USEFUL CONTACTS

- **For Philippine Birth, Marriage & other civil registry document**
 - National Statistics Office
 - Civil Registration Department, Vibal Building, EDSA
 - Quezon City 1104
 - Hotline: +632 737 1111
 - Website: www.e-census.com.ph / Email: e-census.info@mail.census.gov.ph
- **For enquiries about UK birth, death, marriage and civil partnership**
 - Consular Directorate
 - Foreign and Commonwealth Office
 - Room G38, Old Admiralty Building
 - London SW1A 2PA
 - Tel: +0044 207 008 0186 / Email: bmdenquiries@fco.gov.uk

➤ ***Requests for duplicate of naturalisation certificate***

Nationality Enquiries Team, Immigration and Nationality Directorate, HO, PO Box 306, Liverpool L69 2UX