

**DRAFT LETTER EXPLAINING WHICH DOCUMENTS ARE NEEDED TO ESTABLISH A CLAIM TO
BRITISH CITIZENSHIP**

Dear

Thank you for your letter of _____ about your citizenship.

Citizenship is a matter which can be determined conclusively only by the courts. However, from the information which you have provided it appears that you were a citizen of the United Kingdom and Colonies before 1 January 1983 and that on that date, when the [British Nationality Act 1981/British Nationality (Falkland Islands) Act 1983] came into force, you became a British citizen.

Production of [list the appropriate documents] will normally be sufficient to establish your citizenship for all ordinary purposes, for example if you wish to apply for a British passport. Please note, however, that additional evidence of identity, such as a driving licence, a banker's card or, in the case of a child, a school record, may be requested in certain cases. An application for a British passport should be made to your regional Passport Office. Application forms can be obtained from main Post Offices.

Yours sincerely