## Applying for a passport from outside the UK

**Supporting Documents**

**Group 3:** Your application will be delayed if you don’t include all your supporting documents. If we have to write to you for missing, or additional documents, you’ll need to send them to us within 6 weeks. If you don’t we will withdraw your application and you won’t get a refund.

<table>
<thead>
<tr>
<th>Passport Type</th>
<th>2 recent identical photos</th>
<th>Current British Passport ①</th>
<th>A full colour copy of any other uncancelled passports relating to you ②</th>
<th>Identity documents</th>
<th>Full birth (civil and hospital) or adoption certificate ③</th>
<th>Certificate of registration/naturalisation</th>
<th>Parents’ documents</th>
<th>Grandparents’ documents</th>
<th>Change of name documents</th>
<th>Other requirements</th>
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</thead>
<tbody>
<tr>
<td>1 Renewal</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>×</td>
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<tr>
<td>2 First British passport (including where you hold an &quot;old blue&quot; passport)</td>
<td>✓</td>
<td>×</td>
<td>×</td>
<td>✓</td>
<td>✓</td>
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<td>Born or adopted before 1 January 1983 (not naturalised or registered)</td>
<td>✓</td>
<td>×</td>
<td>×</td>
<td>✓</td>
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<tr>
<td>Born or adopted 1 January 1983 to 30 June 2006 (not naturalised or registered)</td>
<td>✓</td>
<td>×</td>
<td>×</td>
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<td>Born or adopted after 1 July 2006 (not naturalised or registered)</td>
<td>✓</td>
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<td>When you have been naturalised or registered as British</td>
<td>✓</td>
<td>×</td>
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<td>3 Lost and Stolen</td>
<td>✓</td>
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<td>Lost or stolen replacement</td>
<td>✓</td>
<td>×</td>
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<td>✓</td>
<td>✓</td>
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<td>4 Damaged</td>
<td>✓</td>
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<td>✓</td>
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<td>✓</td>
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<td>Damaged passport replacement</td>
<td>✓</td>
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<td>✓</td>
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</table>

① **Current British passport:** If you are in a country where you must apply in person, you must bring your current British passport with you when you apply, and also bring a full colour photocopy of the entire passport (every page including blank pages).

② **Uncancelled non-British passports:** Please send us a colour photocopy of your non-British passport (every page including blank pages). We retain the right to ask for the original passport. We will let you know by email or post if we need you to send it to us.

③ **Full birth or adoption certificate:** This must show both the child’s and parents’ details.
# Applying for a passport from outside the UK

## Supporting Documents

<table>
<thead>
<tr>
<th>Passport Type</th>
<th>2 recent identical photos</th>
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<th>Grandparents’ documents</th>
<th>Change of name documents</th>
<th>Other requirements</th>
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<td>5 Extension</td>
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<td>6 Changes to a British Passport</td>
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<td>7 Changed from British Overseas Territories Citizenship to British Citizenship</td>
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</tbody>
</table>

### Current British passport
- If you are in a country where you must apply in person, you must bring your current British passport with you when you apply, and also bring a full colour photocopy of the entire passport (every page including blank pages).

### Uncancelled non-British passports
- Please send us a colour photocopy of your non-British passport (every page including blank pages). We retain the right to ask for the original passport. We will let you know by email or post if we need you to send it to us.

### Full birth or adoption certificate
- This must show both the child’s and parents’ details.
### Table A

#### Identity, name and address and/or residency evidence

**First British Passport**

If you are applying for a First British Passport you must provide a minimum of 3 documents from the list below as evidence of name and address and/or residency including:

- at least one document with photo identity; and
- two documents which show both your name and address and/or proof of residency

- Non-British uncancelled passport
- National identity card or equivalent (or colour photocopy)
- Driving licence
- Any government or local government produced document which includes a photograph as part of the document
- Visa or residence permit (or colour photocopy)
- Tax record eg a letter from a tax authority
- Educational record eg school report
- Employment record eg official letter from your employer
- Letter sent to you from a central, regional or local government department
- Medical/health card
- Voter’s card
- Immigration documents.

As well as the above, if you are applying for a **Child First British Passport** the following documents are also accepted. One of the documents provided should show a link to the parent applying and show that the child and parent are resident where they are applying from.

You must also provide a selection of family photographs of the child with the parents, named and dated over a period of time from birth to current day

- Parents’ identity cards
- Child’s school records
- Medical/hospital records (birth records)
- Mother’s antenatal records

**All Other Applications**

For all other passport applications, you must provide from the list below:

- at least one document with photo identity; and
- one document as evidence of name and address and/or residency within the last year

- Your British passport (if you are renewing)
- Non-British uncancelled passport
- National identity card or equivalent (or colour photocopy)
- Visa or residence permit (or colour photocopy)
- Tax record eg a letter from a tax authority
- Educational record eg school report
- Employment record eg official letter from your employer
- Letter sent to you from a central, regional or local government department
- Medical/health card
- Voter’s card
- Immigration documents
**Applying for a passport from outside the UK**

**Supporting Documents**

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### Table B

**First British passport applicants born or adopted in the UK – parents’ or adoptive parents’ documents**

<table>
<thead>
<tr>
<th>Born before 1 January 1983</th>
<th>For both of your parents, please provide the following evidence:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• their passports at the time of the applicant’s conception</td>
</tr>
<tr>
<td></td>
<td>• full birth certificates (showing both the child’s and parents’ details)</td>
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<td></td>
<td>• their marriage certificate.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Born on or after 1 January 1983</th>
<th>For both of your parents, please provide evidence under either 1 or 2. We need to see:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. • their passports at the time of the applicant’s conception; <strong>and</strong></td>
</tr>
<tr>
<td></td>
<td>• full birth certificates (showing both the child’s and parents’ details) <strong>or</strong></td>
</tr>
<tr>
<td></td>
<td>• certificates of registration or naturalisation; <strong>and</strong></td>
</tr>
<tr>
<td></td>
<td>• their marriage certificate (this does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions).</td>
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<tr>
<td></td>
<td>2. • their non-British passports showing indefinite leave to remain at the time of the applicant’s conception (this can be current or expired passports); <strong>and</strong></td>
</tr>
<tr>
<td></td>
<td>• their marriage certificate (this does not apply for those born or adopted on or after 1 July 2006 or same-sex adoptions).</td>
</tr>
</tbody>
</table>
### First British passport applicants born or adopted outside the UK – parents’ or adoptive parents’ documents

Table C

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| **Applicants who were adopted abroad who do not have a naturalisation or registration certificate** | - an adoption certificate (where the Hague Convention applies the certificate should clearly state that the adoption took place under the Hague Convention under Article 17 of the Convention on Intercountry Adoption);  
  - one adopter's claim to British nationality by providing their birth certificates or naturalisation or registration certificate;  
  - evidence of an adopter’s habitual residence in the UK (or both adopters in the case of joint adoption). Habitual residence is their normal home, the place where they have the strongest personal connections. |
| **Born abroad but adopted in the UK before 1 January 1983**               | - the child's full adoption certificate (showing both the child’s and parents’ details);  
  - evidence of adoptive parent’s claim to British nationality by providing their UK birth or adoption, naturalisation or registration certificate;  
  - if the adoption is a joint adoption, we need evidence of the adoptive father's claim to British nationality.                                                                                                                                                                         |
| **Born on or after 1 January 1983**                                     | - both parents’ full birth certificates (showing both the child's and parents’ details) or both parents’ naturalisation or registration certificates;  
  - parents’ marriage certificate (this does not apply for those born on or after 1 July 2006);  
  - both parents’ passports at the time of the applicant’s conception.                                                                                                                                                                                                           |
| **Born before 1 January 1983**                                          | - both parents’ full birth certificates (showing both the child’s and parents’ details) or your father's naturalisation or registration certificate;  
  - parents’ marriage certificate;  
  - both parents’ passports at the time of the applicant's conception.                                                                                                                                                                                                         |
| **Applying for a passport from outside the UK**                         | Support Documents                                                                                                                                                                                                                                                                                                                             |

The passport you entered the country from which you are applying, and if different any non-British passport held as well as evidence shown in the table below:

- both parents’ full birth certificates (showing both the child’s and parents’ details)
- parents’ marriage certificate
- both parents’ passports at the time of the applicant’s conception.
Applying for a passport from outside the UK

Supporting Documents

Table D

Change of name evidence

If not already provided from the list at Table A, please provide 3 documents as evidence of your name in current use dated within the last year, and at least one of the following for each change of name that has taken place:

- Marriage certificate
- Civil partnership certificate
- Gender recognition certificate
- Enrolled deed poll
- Change of name deed signed in both your old and new names
- Certificate of naturalisation or registration
- Statutory declaration or affidavit signed in your new name
- Birth certificate (upon re-registration)
- Certificate from the Court of the Lord Lyon of Scotland
- Completed PD2 form for those about to marry or form a civil partnership (see [www.gov.uk/changing-passport-information](http://www.gov.uk/changing-passport-information))

If you are going back to your maiden or unmarried name, we also need all of the following:

- A signed statement saying that you now use your maiden name for all purposes.
- Your birth certificate and either:
  - A decree absolute showing both names or
  - A marriage certificate showing both names

To change the name of a child on a passport, you must provide evidence that everyone who has parental responsibility for the child has given permission to change the child’s name. If this can’t be supplied, you must send a court order allowing the name change.
### Applying for a passport from outside the UK

#### Supporting Documents

<table>
<thead>
<tr>
<th>Table E</th>
<th>Other information</th>
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</thead>
<tbody>
<tr>
<td>We may need more information for the following:</td>
<td>Please provide:</td>
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</tbody>
</table>
| For First Time Applicants: | - the passport or travel document that you used to travel to your country of residence, and  
- an explanation of why you are not applying in your country of birth  
- evidence of your grandparents’ claim to British nationality by providing their birth certificates and, in the case of grandfathers, the marriage certificate to your grandmother. This does not apply if your parent’s British nationality is based on registration, naturalisation or their immigration status. |
| If you are applying from a country that is not the country where you were born. |  
If your parents were born on or after 1 January 1983 |  
- an LS01 form with your application.  
See the guidance at www.gov.uk/overseas-passports |
| For Lost or Stolen replacement: | - the court order.  
- a letter from the Director of Social Services (or equivalent) confirming that social services has parental responsibility for the child and include any relevant court order(s) to support this.  
- either:  
  - a statutory declaration explaining that you are acting in the place of a parent, explaining why and whether anyone with parental responsibility exists. You should include several pieces of documentary evidence which supports this, or  
  - if you are a testamentary guardian, documentary evidence explaining that you have been appointed a testamentary guardian of the child, including a copy of the will and death certificate  
  - confirm whether any other person holds parental responsibility and/or court orders are in place affecting the child. If court orders are in place, include these. |
| If you are applying for a replacement passport at the same time as reporting it lost or stolen. |  
Where there is a court order in place  
- relating to their care or  
- that provides or removes parental responsibility and rights or  
- that limits the movement of the child from the country of residence.  
The child is looked after by social services.  
The applicant does not have parental responsibility for the child who is the subject of the application. |  
| For children: |  
| For adults when applying for: |  
- A British National (overseas) passport.  
- A British Protected Person passport.  
- Your claim to British nationality is based on your parents’ Crown or Community Service. |  
- a colour photocopy of both sides of your Hong Kong permanent identity card  
- a signed letter confirming you have not become a citizen of the country of your birth at any time since your current passport was issued, nor gained any other nationality since 16th August 1978.  
- full details of your parent’s Crown or Community Service, providing supporting documents from their employer that supports those details. |
| Or when: |  
- You want to have your title shown in your passport.  
- You are changing the gender on your passport. |  
- we can add a limited number of titles to your British passport if you ask. Visit www.gov.uk/changing-passport-information for more information.  
- you can get more guidance at www.gov.uk/changing-passport-information |

- **Unable to sign:** A person who fills in the form on behalf of an applicant who cannot sign the declaration must provide a letter explaining the reason they have done so.  
- **Extension:** If your passport was restricted because you were unable to provide all the documents we need, please also send in the documents that were missing from your original application.