



Application for a United Kingdom Emergency Travel Document

Please supply the following:

- > Passport sized photograph
- > Police report (for stolen passports)
- > Correct fee
- > Form of personal identification
- > Proof of travel

Please complete in **black ink** in **block capitals**

Applicant/Parent must **add their initials** at the bottom of every completed page

1 Applicant details

Title	Surname
First name and middle name(s)	
Place of birth <small>(city and country)</small>	Date of birth
Home address: House name/number & street name	
Town/City	Postcode
Country	Email address
Contact tel no.	Home tel no.
Current address if different from above: House or hotel name/number & street name	
Town/City	Postcode
Country	Contact tel no.
Nearest Consular office in the country you are in now.	

Is/has the Applicant been known by any other name? Yes No
(if you answered Yes, please provide other names below)

Forenames	Surname
Forenames	Surname
Forenames	Surname

2 Why are you making this application for an Emergency Travel Document?

The Passport is (tick one of the following) Lost Stolen Expired Defaced/
Damaged Full Passport with foreign
embassy for visa processing Other

If 'Other' please supply further information:

3 Details of the lost, stolen, expired or (other) passport

Was the Passport issued in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Country and City:
		<small>(Complete if passport issued outside the UK)</small>
Passport number <small>(if known)</small>	Date of issue <small>(if known)</small>	
Nationality		
<small>(State Nationality shown on passport if known)</small>		

If you are not the applicant named above please provide your details below

Title	Surname
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Forenames	Date of birth
Place of birth	Country of birth
Relationship to applicant	

(If you are applying for an ETD on behalf of the applicant, please indicate your relationship to them)

4 Details of where and when lost/stolen passport last seen

Place of loss/theft (e.g. airport name, town)	Date of loss/theft
Country of loss/theft	
Circumstances of loss/theft	
Have local police been notified? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date reported to Police:	
If Yes, please provide details	
Police station	Police Report Number
Have you previously reported your/any passport lost or stolen? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details	
If Yes, please provide details	

5 Details of journey

Departure date	Arrival date at destination
Countries transited	
Mode(s) of transport (tick all that apply)	Plane <input type="checkbox"/> Train <input type="checkbox"/> Boat <input type="checkbox"/> Car <input type="checkbox"/> Coach <input type="checkbox"/> Other <input type="checkbox"/>
If 'Other' please supply further information	
Country of final destination	Purpose of travel
Departure date of return journey (if applicable)	
Transit countries	
Date of arrival	

6 Declaration

You are warned that the making of an untrue statement for the purpose of procuring a passport is a criminal offence

I am 16 years or over, I understand and declare that:

- 1 The person named in section 1 has not previously held a passport or other travel document of any description, or been included in one, other than that stated on this application, except for dual nationals who may hold a passport from their second nationality country.
- 2 This application does not breach the terms of any court order in any jurisdiction.
- 3 No one included in this application owes money to Her Majesty's Government for repatriation or similar relief.
- 4 The person named in section 1 has not been adopted outside the United Kingdom (or a qualifying territory), unless mentioned on this application.
- 5 The person named in section 1 is a British citizen, or British National (Overseas), or British Overseas Territories citizen, or British Overseas citizen, or British subject, or British protected person or an EU national or Commonwealth national and has not lost or renounced this status.
- 6 I, or the person named in section 1 of this application (if different), understand that by voluntarily applying for a British passport, the person named in section 1 may lose citizenship of another country.
- 7 If the person named in section 1 is under 16 years old, they do not hold a valid certificate of entitlement to the Right of Abode
- 8 The information on this application form is true to the best of my knowledge and belief and I understand that I shall be liable to prosecution and could face a prison sentence if I include anything that I know to be false or do not believe to be true.
- 9 I do not know of any reason why an Emergency Travel Document (ETD) should not be issued.
- 10 I understand that completing and returning this application form will result in any lost or stolen passport being cancelled, that it may never be used again and if subsequently found, it should be returned to the Foreign and Commonwealth Office (FCO), nearest Consular Post or Her Majesty's Passport Office immediately.
- 11 I understand that the ETD is specific for the journey on the observation page, and that if this changes for any reason after the ETD is produced a new ETD will need to be requested and paid for.
- 12 I understand that the ETD fee is non refundable.
- 13 I understand that if making a single trip to the UK, the ETD will be retained by immigration staff on arrival as it will no longer be valid. This may also happen in a number of other countries.
- 14 I also understand that the FCO and HM Passport Office hold and use data for purposes notified to the Information Commissioner under the Data Protection Act 1998 (which may be consulted at www.informationcommissioner.gov.uk). Information about the lost or stolen passport may be shared with appropriate public and private sector authorities who can assist in locating and recovering the missing passport and to help prevent the passport being used for criminal purposes.
- 15 The guidance notes and the caution above have been read and understood.

Date: _____

Place: _____

Signature of applicant:

(sign in box above using black ink if you are the person named in Section 1 and you are aged 12 or over. Otherwise, leave blank)



Further Information for **First-Time Applicants**

10 Details of any Full Validity Passport application

Has the applicant lodged a full validity passport application with HM Passport Office? Yes No

If Yes, please provide details

HM Passport Office reference number (if available)

Date application lodged

If No, please complete questions 11 – 13 below

11 Applicant Information

Was the birth registered at a British Consulate? Yes No

If so which one

Was the applicant registered as a British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen, British subject or British protected person? Yes No

If so what is the document number

Place of issue

Date of issue

12 Parents Details

Father's full name

Town and country of birth

Date of birth

His citizenship **at the time of the applicant's birth**, and if he was not a British citizen, his immigration status in the United Kingdom

If he has a British passport, please supply:

The passport number

Place and date of issue

If he became a citizen of the United Kingdom and colonies, British citizens, British Dependent/Overseas Territories citizen by naturalisation or registration, please provide:

His citizenship document number

Place and date of issue

Mother's full name

Town and country of birth

Date of birth

Her citizenship **at the time of the applicant's birth**, and if she was not a British citizen, her immigration status in the United Kingdom

If she has a British passport please supply:

The passport number

Place and date of issue

If she became a citizen of the United Kingdom and colonies, British citizens, British Dependent/Overseas Territories citizen by naturalisation or registration, please provide:

Her citizenship document number

Place and date of issue

13 Parent's marriage (if applicable)

Date of marriage

Place of marriage

To avoid delays with your application please ensure that you submit original versions of the documents listed here. Additional documents may also be requested.

- Applicant's original birth certificate including translation into English (if applicable)
- Parent's full UK birth certificates/ certificate(s) of naturalisation
- Parent's marriage certificate
- If applicant is under 16 both parent's passports and letters of consent to travel
- Applicant's registration certificate(s) (if applicable)

Signature:

Date:



14 Countersignature [for first-time applicants]

This section **MUST** be completed by the counter signatory who has personally known the applicant (or parent/guardian of applicant if under 16 years) for two years, and is not a relative of the applicant.

Endorse the back of the photograph by writing 'I certify that this is a true likeness of [insert name of child]' and add your signature and the date on which the likeness was compared.

Complete the following:

I [insert your full name] _____ **certify that the applicant (or parent/guardian who has signed section 6) has been known personally to me for ____ years and that to the best of my knowledge and belief the facts stated on this form are correct. I am a British national / citizen of _____ [insert country].**

House name/number & street name _____

Town/City _____

Postcode _____

Country _____

Email address _____

Contact telephone number _____

Relationship to Applicant _____

Nationality _____

Profession _____

