

Checklist 13- Applicant born after 31 December 1982, father born while his father was in British Crown Service and was recruited in the UK.

Please tick each box in the checklist below to ensure you have all relevant documents.

- Completed passport application form. (C1 or C2). Applications signed with the signature **outside** the box will be **returned**.
- Completed your application form in full using black ink.
- Enclosed TWO identical passport sized photographs on a cream/off white background. One photograph should be counter-signed by the counter-signatory stated on your application form. Photographs not meeting standards required by the UK passport services will be **returned**.
- Had your form and one of the photographs counter-signed by someone who is NOT related to you and is either a British or Commonwealth citizen. They must be of professional standing and has known you personally for 2 or more years.
- Counter signatory: Must complete all details (C1-Sec9 or C2-Sec8). *Incomplete counter signatory information is the number one reason for rejected passport applications.*
- Enclosed applicant's full original birth certificate. This certificate needs to show the details of the applicant's parents.
- Enclosed FATHER'S original birth certificate showing his parent's details
- Enclosed FATHER'S United Kingdom passport (current)
- Enclosed parent's original marriage certificate. *Please note:*
If married within Australia or New Zealand- **This must be the certificate issued by the Registrars Office NOT the one handed to them on the day of service.**
- Enclosed applicant's paternal grandfather's UK passport (current or expired) –or- His full original United Kingdom birth certificate showing his parents details AND his marriage certificate (If married within Australia or New Zealand- This needs to be issued by the Registrars Office, NOT the one handed to them on the day of their marriage.)
- Letter from the Defence records office or relevant government department confirming that the applicant's paternal grandfather was recruited in the United Kingdom and was still in crown service at the time of the applicant's father's birth.
- Enclosed one form of photo ID (photocopied). This being your drivers licence or student ID card, or similar OR Two forms of other identification. This being photocopies of your bank statements or Utility bills, or similar. NOTE : Parents / Guardians of children under 16, need to ensure that appropriate permissions has been given by **both** parents / guardians to enable the child to travel. By authorising the form you accept the undertaking that your rights in respect of the child have not been limited in any way by order of any court.
- If applicant is born outside Australia or New Zealand please enclose previous travel document showing first entry into Australia or New Zealand. (Hard covered blue/black passport, document of identity, parent's passport). If this document is no longer available please provide a written explanation on how you came into Australia or New Zealand with approximate dates and place of arrival.

By completing this checklist and signing below, you confirm that you have enclosed all the relevant documentation and have prepared your application in accordance with this guideline.

Signed: _____

Date: _____