

Checklist 16- *Applicant Registered or Naturalised as a British Citizen.*

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**.
- Enclosed a Certificate of Registration or Naturalisation as a British Citizen (Photocopies are **not** acceptable: unless certified by UK consular official)
- 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.*
- In cases where applicant has changed their name since registration. If you have changed your name by marriage/ civil union, we require the original marriage/civil union 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 you on the day of service. *Otherwise* we require an original Deed Poll or Change of name certificate. If you have changed your name by usage, we require an original completed statutory declaration.

- 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.*

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.

FULL NAME: _____

Signed: _____

Date: _____