



Foreign &  
Commonwealth  
Office

**UNDERTAKING TO REPAY**

**PART 1**

SURNAME	
FIRST NAMES	
CASEBOOK REFERENCE	
DATE OF BIRTH	
PLACE OF BIRTH	
HOME ADDRESS	
POST CODE	
TELEPHONE NO (inc code)	
MOBILE NO	
EMAIL	
REPATRIATED FROM	
DATE OF REPATRIATION	
UK PASSPORT NUMBER	
PASSPORT PLACE OF ISSUE	
PASSPORT DATE OF ISSUE	

POST ISSUING THE LOAN	
LOAN AMOUNT (Local currency)	
£ equivalent @ corporate rate	£

- I, the above named, acknowledge receipt of the emergency loan detailed above.
- I understand that this loan is from public funds and is granted on the understanding that I have exhausted all methods of helping myself, including contacting friends and families, my bank, travel insurer, and arranging a commercial money transfer, without a result.
- I accept the debt in its entirety, including any parts of the loan that apply to the assistance offered to others, and on whose behalf I am signing.
- I undertake and promise to repay the Foreign and Commonwealth Office the above sum in Sterling, no later than five years from the date of this agreement.
- I understand that if this sum is not repaid within six months of the date of this document, a 10% surcharge of the remaining balance will be added in lieu of interest.
- I agree to contact the Foreign and Commonwealth Office's Corporate Services Centre upon my return to the UK to discuss my repayment of the loan (details below).
- I understand and agree that passport facilities will not be available to me until my debt is paid in full, and that failure to repay may result in legal proceedings to recover monies owed.
- I consent to the Department for Work and Pensions releasing to the Foreign and Commonwealth Office such information as may be relevant in respect of any non-payment of this debt, including details of my current address and any benefits or allowances paid to me.

*Only if passport is cancelled and retained by customer*

- I understand and agree that if my passport has been cancelled as condition of the loan I am liable for the cost of a new passport once my debt is paid in full. Neither Her Majesty's Passport Office nor the Foreign and Commonwealth Office guarantee that my cancelled passport will be accepted as a form of personal identification.

Signed: ..... Date .....



## **HOW TO REPAY YOUR LOAN**

The Foreign and Commonwealth Office will send an invoice to the postal address and/or email address provided on this form detailing methods of repayment.

To make a payment, or discuss repayment plans, please contact the FCO's Corporate Services centre on 01908 716697, at [UTRCSC@fco.gov.uk](mailto:UTRCSC@fco.gov.uk), or at:

The Foreign and Commonwealth Office  
Accounts Receivable  
Corporate Services Centre  
PO Box 6108  
Milton Keynes  
MK10 1PX

Please quote your CASEBOOK reference number in all correspondence.

For your information, we accept payment by the following methods:

1. By telephone paying with a credit or debit card (we accept most cards which are linked to a British bank)
2. Electronic bank transfer
3. Personal cheque made payable to 'Foreign and Commonwealth Office'
4. Postal Order made payable to 'Foreign and Commonwealth Office'

### **Please note that:**

- **A 10% surcharge will be added to the remaining balance if the debt is not repaid in full within six months of the signatory's 18th birthday, or the date of this document, whichever is the latter.**
- **Failure to repay within five years may result in legal proceedings to recover monies owed.**
- **Passport facilities will not be available to you until the debt is paid in full.**

You can find advice on managing debt on the on the Money Advice Service's website at '[Taking control of your debt](https://www.moneyadviceservice.org.uk/en/categories/taking-control-of-debt)' (<https://www.moneyadviceservice.org.uk/en/categories/taking-control-of-debt>) and on the Citizens Advice Bureau's website '[Help with debt](https://www.citizensadvice.org.uk/debt-and-money/help-with-debt/)' (<https://www.citizensadvice.org.uk/debt-and-money/help-with-debt/>).

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