

## **BRITAIN – PASSPORT RENEWAL / NEW APPLICATION**

- Previous passport must be submitted unless reported lost or stolen. (Police affidavit required.)
- Please ensure you complete the correct application form:
- C1 for applicants over the age of 16 years. (New application & renewal)
- C2 for children under the age of 16 years. (new application & renewal)
- G for changes to a valid passport
- SA PASSPORT HOLDERS NEED A VISA FOR HOLIDAY PURPOSES

## **REQUIREMENTS**

- Expired passport
- One application form
- Two recent **COLOUR** passport size photo's, one of which to be countersigned at the back by the same person that countersigned the application form, with the following statement:  
"I certify that this is a true likeness of (name)" signed and dated.
- Unless the previous passport has been expired for 10 years or more, in general only the applicants' old passport needs to be submitted with the forms and photo's
- First time applicants must submit :  
Original full (unabridged) birth certificate.  
Copy of SA I.D Book or passport.  
Parent's full (unabridged) marriage certificate.  
Father's UK birth certificate.  
If claiming on the mother's parentage, mother's full birth certificate.  
(Only applicable if born on or after 1 January 1983)  
If born before 1 January 1983, mothers UK birth certificate plus  
Registration of Birth at a British Consulate prior to the applicant reaching the age of 18 years.  
Registration or Naturalization certificate if nationality was acquired this way
- With effect from 1/10/1998 children will no longer be included on their parent's passport and will need to hold their own passports
- A letter is required written and signed by the applicant giving Mass Visas permission to collect the passport on his/her behalf once issued

## **PROCESSING TIME**

- 10 to 15 working days