

United Kingdom

Passport Application

for applicants under 16

* Notes for FORM C2

Please keep these Notes until you receive your passport

Note 1

Section 3 should be filled in if the child became a British citizen, citizen of the United Kingdom and Colonies, British Dependent Territories citizen, British protected person or British subject by registration.

Note 2

If the child has had a British passport, a Commonwealth passport, a foreign passport or other travel document of any description or has been included in one you should tick **Yes**.

If the child has not held a passport of any kind, you should tick **No**.

If the child was born outside the country of application, you should send the passport in which the child was included when he/she previously travelled.

If the child is included in your British passport, or in a relative's British passport, you should enclose it with this application so that the child's particulars may be deleted from it.

Note 3

Please give as much information as you can.

A new passport can be issued only after exhaustive enquiries.

Note 4

Section 8 should be filled in and signed by one of the parents. If the child is illegitimate, the mother should give consent. If for any reason a parent is not available to complete and sign the form this may be done by the adult responsible for the child and the written consent of a parent **or** a letter explaining the guardianship should be sent with the application.

Note 5

When you have filled in the form, **Section 9** should be filled in and signed by a British citizen or other Commonwealth citizen who has known you personally for at least two years and who is a Member of Parliament, Justice of the Peace, Minister of Religion, Lawyer, Bank Officer, Established Civil Servant, School Teacher, Police Officer, Doctor or a person of similar standing. Procedures include a check on the authenticity of countersignatories.

If you do not know a British citizen or other Commonwealth citizen locally with these qualifications, the form may be completed and signed by a citizen of the country in which you are residing, provided he/she has a similar standing in that country and the Consul considers his/her signature to be acceptable. A member of your family should not countersign. (**See also note 6, 'Photographs'**.) In certain cases you may be asked to produce further documentary evidence of identity.

Note 6

Photographs

Please send two identical copies of a recent photograph of the child.

The photographs should be taken full face without a hat, and must have a white background. The size should not be more than 63 mm by 50 mm (2.5 inches by 2 inches) or less than 45mm x 35mm (1.77 inches by 1.38 inches). They should be printed on normal thin photographic paper and be unmounted.

The person who countersigns the application (see **note 5**) should also write on the back of one photograph the words 'I certify that this is a true likeness of ...' and add his/her signature and date.

Note 7

Fee

The fee for a United Kingdom passport is payable in local currency at the time of the application.

Note 8

DOCUMENTS TO BE PRODUCED

Photocopies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes.

These tables show which documents you should produce with the application. Please read all four tables carefully and make sure that you submit the right documents. Documents are not normally needed if you are surrendering the child's previous British passport showing the child's national status as British subject, citizen of the United Kingdom and Colonies, British citizen, British Dependent Territories citizen, British Overseas citizen, British subject or British protected person.

Because birth in the United Kingdom after 31 December 1982 does not automatically confer British citizenship, in some cases you may be asked for additional information and documentation to establish national status under the provisions of the British Nationality Act 1981 which came into effect on 1 January 1983.

TABLE 1
CHILD BORN OR ADOPTED BEFORE 1 JANUARY 1983

A If child born in England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man or a place which is still a dependent territory.

Child's birth (or adoption) certificate (see footnote.)

B If child born outside England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man, and a place which is still a dependent territory, of a father who was a British subject and citizen of the United Kingdom and Colonies, and who became, or but for his death would have become, a British citizen, a British Dependent Territories citizen or a British Overseas citizen under the provisions of the British Nationality Act 1981.

Child's full consular birth certificate showing parents' names (see footnote)
OR

Child's full local or High Commission or Forces birth certificate showing parents' names; parents' marriage certificate, and father's birth certificate, naturalisation or registration document, or other evidence of father's national status (see footnote).

C If child became a citizen of the United Kingdom and Colonies by registration.

Child's registration document.

D If child born outside England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man, and a place which is still a dependent territory and acquired citizenship of the United Kingdom and Colonies by adoption in the United Kingdom before 1 January 1983.

Child's full adoption certificate showing names of adoptive parent(s) and documentary evidence that the adoptive parent was a British subject and citizen of the United Kingdom and Colonies (see footnote). If child adopted on or after 1 January 1983 (see **table 2** below).

If child adopted outside the United Kingdom or a place which is still a dependent territory, consult local British Consulate or High Commission.

TABLE 2
CHILD BORN OR ADOPTED AFTER 31 DECEMBER 1982
If child born in England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man or a place which is still a dependent territory.

Child's full birth certificate showing parents' names, plus

A If mother born in the United Kingdom or in a place which is still a dependent territory, her birth certificate.

B If father born in the United Kingdom or in a place which is still a dependent territory, his birth certificate and marriage certificate.

C If neither parent born in the United Kingdom or a place which is still a dependent territory, evidence that the mother is a British citizen or a British Dependent Territories citizen, or similar evidence that the father is a British citizen or a British Dependent Territories citizen, and his marriage certificate.

Child born in the United Kingdom

If parents are not British citizens, their passports or other evidence of residence in the United Kingdom.

Children born in a place which is still a dependent territory

If parents are not British Dependent Territories citizens, their passports or other evidence of residence in a British dependent territory.

If the child adopted in the United Kingdom or a place which is still a dependent territory

Full adoption certificates showing names of adoptive parent(s) and documentary evidence as at A, B or C above that the adoptive parent was a British citizen, or a British Dependent Territories citizen in the case of a child adopted in a place which is still a dependent territory.

If child born outside the United Kingdom or a place which is still a dependent territory

Child's consular or High Commission birth certificate, and if neither parent born in the United Kingdom or a place which is still a dependent territory, evidence as at D below; or Child's full local or Forces birth certificate showing parents' names, plus documentary evidence as at A, B or C, and

D If neither parent born in the United Kingdom or a place which is still a dependent territory, evidence that the mother is a British citizen otherwise than by descent or a British Dependent Territories citizen otherwise than by descent, e.g. registration or naturalisation certificate; or similar evidence that the father is a British citizen otherwise than by descent or a British Dependent Territories citizen otherwise than by descent, and his marriage certificate.

If a child is a British citizen, British subject, British Dependent Territories citizen or British Overseas citizen by registration.

Child's registration document.

If child adopted outside the United Kingdom or a place which is still a dependent territory, consult local British Consulate or High Commission.

TABLE 3
CHILD WHOSE NAME HAS BEEN CHANGED

If child's name has been changed (otherwise than by adoption).

Their documents as in Tables 1 and 2 above, plus documentary evidence that the child's name has been changed for all purposes (e.g. deed poll, statutory declaration).

Footnote.

How to obtain birth or adoption certificates

If the child was born in England or Wales you can obtain a birth certificate from the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport, Merseyside, PR8 2HH. The despatch of certificates may be expedited if when you write you state full particulars of yourself, date and place of birth (full address) and full names of parents including mother's maiden name.

If the child was born overseas and the birth registered at a British Embassy, Consulate, High Commission or HM Forces Unit, certificates may also be obtained from the General Register Office.

For births which occurred in Scotland, Northern Ireland or the Irish Republic apply respectively to the Registrar-General, New Register House, Edinburgh EH1 3YT; the Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1 4HL; the Registrar-General, Joyce House, 8-11 Lombard Street East, Dublin 2.

Postal applications for certificates from the Adopted Children Register (from 1 January 1927) should be addressed to the General Register Office, Smedley Hydro, Trafalgar Road, Birkdale, Southport, Merseyside, PR8 2HH.

For children adopted in Scotland, copies of certificates from the Adopted Children Registrar are obtainable only from New Register House.

For births which occurred in Northern Ireland or the Republic of Ireland apply respectively to the Registrar-General, Oxford House, 49-55 Chichester Street, Belfast BT1, or the Registrar-General, Joyce House, 8-11 Lombard Street East, Dublin 2.

British Nationality Act 1981

The British Nationality Act 1981 created three new citizenship categories to take the place of citizenship of the United Kingdom and Colonies. These are:-

- A** British citizenship for those persons with a close connection with the United Kingdom;
- B** British Dependent Territories citizenship for those persons with a close connection with a British Dependent Territory; and
- C** British Overseas citizenship for those citizens of the United Kingdom and Colonies who have no close connection with the United Kingdom or an existing British Dependent Territory.

From 1 January 1983 no endorsement about immigration status is necessary on passports issued to British citizens as they are automatically exempt from United Kingdom immigration control and have the right to take up employment or to establish themselves in business or other self-employed activity in another member state of the European Union.*

However, it will continue to be necessary to determine the immigration status under the Immigration Act 1971 of all applicants for passports. Citizens of the United Kingdom and Colonies born before 1 January 1983 will normally have become British citizens if they had the right of abode in the United Kingdom. Passports issued to British Overseas citizens, British subjects or British protected persons will continue to be endorsed to show their immigration status under that Act. British subjects, with a parent born in Southern Ireland before 31 March 1922, also have the right of abode in the United Kingdom. Their passports will continue to bear the endorsement "Holder has the right of abode in the United Kingdom" and this endorsement will secure for the holders the right to benefit from the European Union provisions relating to the free movement of persons".

If

- A** the child (or the father)† were born in England, Scotland, Wales, Northern Ireland, the Channel Islands‡ or the Isle of Man‡ OR
- B** the father was born before 31 March, 1922 in Southern Ireland, or
- C** the father prior to the child's birth† was naturalised in England, Scotland, Wales, Northern Ireland, the Channel Islands‡ or the Isle of Man‡, or before 31 March, 1922 in Southern Ireland, or
- D** the child (or the father prior to the birth)† became a citizen of the United Kingdom and Colonies by adoption or registration§ in England, Scotland, Wales, Northern Ireland, the Channel Islands‡ or the Isle of Man‡.

the child's immigration status will be apparent from the passport application and no separate action is necessary, although in certain circumstances you may be asked for additional information in order to determine that status. If the child does not fall within the categories mentioned above, please ask for an additional form and submit it with the application.

Footnotes

*The relevant Member States of the EU are AUSTRIA, BELGIUM, DENMARK, FINLAND, FRANCE, GERMANY, GREECE, IRISH REPUBLIC, ITALY, LUXEMBOURG, NETHERLANDS, PORTUGAL, SPAIN, and SWEDEN.

†"Father" does not for this purpose include the father of an illegitimate child.

‡The EU provisions relating to the free movement of labour and the right of establishment do not apply to Channel Islanders and Manxmen unless they can show that they have a close connection with the United Kingdom itself through birth, descent, adoption, naturalisation, registration or residence. They may, therefore, be asked for information to determine whether such a connection exists, where it does not the passport will be endorsed to the effect that the holder is not entitled to benefit from EU provisions relating to the free movement of persons and services.

§Acquisition of citizenship of the United Kingdom and Colonies by registration:

- A** includes registration by a United Kingdom High Commissioner in a Commonwealth country except the registration of a minor effected after 27 October, 1971.
- B** does not include registration in a territory which was at the time a colony, protectorate, protected state or United Kingdom trust territory.
- C** does not include registration of a woman by virtue of marriage to a citizen of the United Kingdom and Colonies where the marriage took place after 27 October, 1971.

Note 9

How to submit your application

Wherever possible please submit your application at least four weeks before you need the passport.

Having filled in and signed the form, please complete the checklist on the back of the form.