



WASHINGTON, DC

First Time Passport UNITED KINGDOM

Required Documents Checklist

ALL APPLICANTS must include the following documents in your package to G3:

- One completed and signed Passport Application C1 form (attached, pages 5-8). Applicants under age 16 must submit Passport Application C2 (attached, pages 13-16) instead of form C1. Please make sure each page is initialed in the bottom right corner. The application must be countersigned; please see note below. Ensure that all signatures and initials fit completely within the boxes.
- Two passport-style (2"x2") photographs; please see page 3 for detailed photo guidelines. The person who countersigns your passport application should write on the back of one photograph "I certify that this is a true likeness of (your name)" followed by his/her signature and the date. (Note: photos must show the face with a straight expression; do not smile or grin.)
- Your birth certificate. If born in the UK, submit your original long-form UK birth certificate. If born outside the UK, you must also submit both parents' original UK birth certificates or registration/naturalization documents, and a marriage declaration completed by your parents.
- Proof of identity: a clear copy of a valid government-issued identity document, such as a passport or driver's license.
- Proof of residency, such as a clear copy of a valid passport, Alien Registration Card (A.R.C.) or U.S. Visa and I-94. (Residents of Canada, Bermuda or other Caribbean islands should send appropriate proof of legal residency.)
- The original passport used to enter your country of residency, if applicable.
- A personal letter from your countersignatory attesting to your identity, likeness and character. The letter must be on letterheaded business or personal stationery, and an additional countersigned passport photograph of you must be attached.
- Copy of flight itinerary
- Completed and signed G3 Letter of Authorization (attached, page 4 of this document.)

NOTES:

First-time passport applicants may be called for an interview to verify identity. Additional documents may be required.

Passport applications and one photograph must be countersigned by a professional person who has known you for at least two years. Examples of appropriate professionals include civil servants, bank officers, lawyers, doctors, teachers or police officers. It is preferred that the countersignatory be a British national or Commonwealth citizen. Members of your family and notaries may not countersign.

*Emergency passport service is available at the Embassy's discretion, only to applicants who provide proof of an emergency situation, such as copy of a death certificate or a doctor's letter from the UK stating that a relative is gravely ill.

Send all required documents and the completed Traveler Information form to G3 using a service with tracking such as FedEx or UPS.

Applicable Fees

UK Embassy Fees for Passport Issuance

Passport Type	Passport Fee
UK Passport (standard book with 32 pages)	\$211.00
UK Passport ("Jumbo Passport" with 48 pages)	\$255.00
UK Passport for a minor under 16 years old	\$134.00

G3 Passport Processing Fees

Emergency Passport Service (2 Business Weeks)*	Standard Passport Service (3-4 Business Weeks)
\$150.00*	\$100.00



Concierge Level Service Requested
An additional service fee of \$50 per visa will apply.

Order Form

UK Passport - First Time

Traveler Information	
1. Traveler Name	_____
Date of Birth	_____
2. Traveler Name	_____
Date of Birth	_____

Travel Details
Date of US Departure: _____
I must have my passport no later than: _____
Other visas or passport services requested: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

Shipping and Contact Information	
<i>This must be a physical address for FedEx delivery; no P.O. Boxes.</i>	
Contact Name:	_____
Company Name:	_____
Street Address:	_____
Apt. /Suite:	_____
City:	_____
State:	_____ Zip Code: _____
Home Phone:	_____
Office Phone:	_____
Mobile Phone:	_____
Contact Email:	_____
<i>Please provide an email address so we may send you shipping and status updates.</i>	

Return Shipping	
<i>Passports will be returned via Federal Express.</i>	
Select One:	
<input type="checkbox"/> 3 Business Day Delivery	\$16.00
<input type="checkbox"/> Standard Overnight Delivery	\$25.00
<input type="checkbox"/> 8 AM Delivery**	\$80.00
<input type="checkbox"/> Saturday Delivery**	\$40.00
<input type="checkbox"/> Same Day Delivery**	Please Call
<input type="checkbox"/> International Delivery**	Please Call
<i>**These services may not be available for all delivery locations.</i>	

Concierge Level Service	
<input type="checkbox"/> Check here to select Concierge Level Service	
G3's exclusive Concierge Level Service includes:	
<ul style="list-style-type: none"> Dedicated Concierge Level Staff handling your visa request. Document review via email before you send in your request. Creation of online visa applications (as applicable). Personal telephone call confirming package receipt in G3's office. Personal telephone calls confirming visa completion and delivery details. Tracking of return delivery and follow-up to ensure satisfaction. Creation of FedEx airbills for inbound packages to G3 (shipping fees apply). Upgrade of FedEx return delivery from Standard to Priority Overnight. Emergency Concierge Services and Lost Passport Support. Dedicated Concierge email and emergency page number. 	

Payment Information	
Please see the attached visa requirements sheet for applicable embassy and G3 processing fees.	

An additional fee of \$50.00 per visa will apply to Concierge Level Service requests. Please see the "About G3 Visas" page on www.g3visas.com for a description of G3's standard service offering.

Select Payment Type:	
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check (company or certified)
<input type="checkbox"/> Approved Billing Terms	
Billing, P.O., Project or Reference Code # _____	

Send This Form and All Required Documents To:	
G3 Washington, DC: 703.276.8472 Phone 888.883.8472 Toll Free 703.524.3374 Fax info@g3visas.com	Attn: Visa Department 3300 N Fairfax Drive Suite 220 Arlington, VA 22201
www.g3visas.com	
<i>G3 Visas & Passports, Inc. acts on the behalf of the client, and cannot be held liable for the services rendered by U.S. Government agencies, Post Offices, Travel Agents or other entities in connection with visa/passport processing. G3 disclaims any liability for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.</i>	

Total Fees from Visa Requirement Sheet:			
	Fee	x # of Travelers	Total
Embassy Fee	_____	x _____	= _____
G3 Processing Fee	_____	x _____	= _____
Concierge Level Service (Optional)	_____	x _____	= _____
Shipping Fee	_____		= _____
Subtotal:			_____
Add 5% fee for credit card processing:			_____
Total Payment Enclosed:			_____

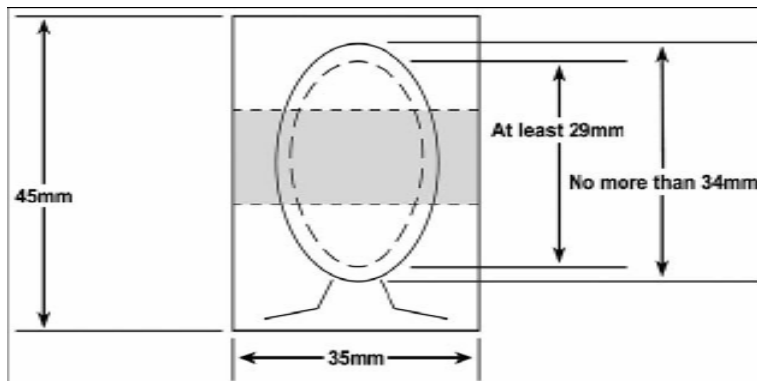
For Payment Via Credit Card:	
<i>American Express, Discover, MasterCard and Visa only</i>	
Name as it appears on card: _____	
Account Number: _____	
Expiration Date: _____	Billing Zip Code: _____
Security Code: _____ <small>(Discover, MasterCard or Visa: 3 digit code on back of card; American Express: 4 digit code on front of card.)</small>	
Cardholder Signature: _____	

Guidelines for UK Passport Photographs

All passport applications must include two identical recent photographs. The photographs you send us must meet internationally agreed standards and must be a true likeness of you. The guidance in the following pages will help you send us acceptable photographs, and will help avoid the need for us to ask for more photographs.

The photographs must be:

- identical;
 - in colour, not black and white;
 - taken within the last month;
 - taken against a plain light grey or plain cream background;
 - 45 millimetres (mm) high x 35 millimetres (mm) wide (however, please do not trim your photographs to meet this condition);
 - fit into the template, with your eyes positioned in the area marked by the shaded band;
 - undamaged, for example; not torn, creased, or marked;
 - free from shadows;
 - printed on plain white photographic paper;
 - taken with your eyes open and clearly visible (with no sunglasses or tinted glasses, and no hair across your eyes);
 - free from reflection or glare on your glasses, and the frames must not cover your eyes (where possible, we recommend that you remove your glasses);
 - free from red-eye;
 - of you facing forward, looking straight at the camera;
 - with a neutral expression and your mouth closed (no grinning, frowning or raised eyebrows);
 - of you on your own (no baby's dummy, toys or other people on the photo);
 - taken of the full head, without any covering, unless it is worn for religious beliefs or medical reasons;
- and
- taken with nothing covering your face;



The photographs must:

- be in sharp focus and clear;
- have a strong definition between face and background; and
- be printed professionally. Photographs printed at home are not likely to be of an acceptable quality.

If your application needs to be countersigned, please ask your countersignatory to certify **only one** of your photographs, the second photograph must be left blank.

Letter of Authorization

Embassy of the United Kingdom
Passport Section
Washington DC

Date: _____

To Whom It May Concern:

I, _____, hereby authorize a representative of G3 Visas & Passports to submit my passport application, discuss its status and retrieve it upon completion.

I intend to depart the United States on _____.

My date of birth is _____.

I am traveling to _____ and visas are required _____, or are not required _____ for my upcoming trip. (place a check mark)

Thank you for your assistance with my application.

Original Signature of Applicant

G3 Visas & Passports US Offices

Washington DC Office
3300 North Fairfax Drive
Suite 220 Suite
Arlington, VA 22201

Tel : 703.276.8472
Fax : 703.524.3374
Email: info@g3visas.com

Chicago Office
11 East Adams
1605
Chicago, IL 60603

Tel : 312.704.8472
Fax: 312.704.8150
Email : chicago@g3visas.com

Miami
Suite

Fax

Office
80 SW 8th Street
2250
Miami, FL 33130

Tel : 305.285.9255
: 305.859.8007
Email : miami@g3visas.com

www.g3visas.com

Please use ink and capital letters, if handwriting
Write all dates using the format dd/mm/yy

1a

To be completed by all applicants
Tick box(es) as appropriate

Your details

Mr Mrs Miss Ms Other (Please state)

Family name

Christian or given names

Maiden surname (if applicable)

Married Single Widowed Divorced Separated

Age last birthday Sex: Male Female

Permanent address (if return address is different please enter in Section 7)

Postcode

Daytime telephone no.

(we may need to get in touch with you urgently)

Town of birth

Country of birth

Date of birth

Have you changed your name other than by marriage or adoption?

Yes No

What was your previous name?

Were you born in a foreign country and your birth registered at a British Consulate?

Yes No

Name of British Consulate

Date of registration

1b

Were you naturalised or registered as a British subject, citizen of the United Kingdom and Colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person?

Yes No

See Note 1 and then complete details of citizenship documents

Number of document

Place of issue

Date of issue

Go to Section 2

2

Were you born after 31 December 1982, or outside the United Kingdom* or a qualifying territory^{II}?

Yes No

See Notes 2 and 3 and then complete this section

Father's# details

His full name, family name first

His town and country of birth

His date of birth

His citizenship **at the time of your birth**, and if he was not a British citizen, his immigration status in the United Kingdom*

If he has a British passport give:

Number of passport

Place and date of issue

If he became a British subject, citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person by naturalisation or registration give:

Number of his citizenship document

Place and date of issue

Mother's details

Her full name, family name first

Her town and country of birth

Her date of birth

Her citizenship **at the time of your birth**, and if she was not a British citizen, her immigration status in the United Kingdom*

If she has a British passport give:

Number of passport

Place and date of issue

If she became a British subject, citizen of the United Kingdom and colonies, British citizen, British Dependent/Overseas Territories citizen, British Overseas citizen or British protected person by naturalisation or registration give:

Number of her citizenship document

Place and date of issue

Parents' marriage

Date of marriage

Place of marriage

If neither parent was born in the United Kingdom* or a qualifying territory^{II} or naturalised/registered as a British national, please give town, country and date of birth of all four grandparents in Section 7 and then return to Section 3.

Go to Section 3

Please initial here

3a**Are you a married, widowed or divorced woman whose claim to British nationality is through marriage to a British man before 1 January 1949?** Yes No

See Note 4 then complete this section

Town and country of marriage

Date of marriage

Husband's details (includes former or late husband)

His full name, family name first

His town and country of birth

His date of birth

His nationality

If applicable

Date of divorce

Date of death

3b**Was your husband born outside the United Kingdom*?** Yes No **Did he become a British subject, by his own naturalisation or registration?** Yes No

Number of his citizenship document

Place and date of issue

Did he become a British subject, by descent through his father?# Yes No

Father's# full name, family name first

Father's# town and country of birth

Father's# date of birth

Did his father# acquire his British nationality by naturalisation or registration? Yes No

Number of father's# citizenship document

Place and date of issue

Have you been married more than once? Yes No

Please give details, as above, in respect of each of your husbands in Section 7 and then return to Section 4

4**Previous Passport**
See Note 5Have you had any sort of passport or travel document before or been included in one? Yes No Is the previous passport or travel document attached? Yes No

Previous passport number

Go to Section 6**5****Give details of previous passport which has been lost or is not available. You also need to complete an LS01 form. See Note 6**

Number

issued at

in (year)

Your name at the time of issue

How the passport was lost, or why it is not available

Date and place of loss

When the loss was reported to the police, and where

Have you lost a British passport before? Yes No

Please give details in Section 7 and then return to Section 6

6**To be completed by all applicants**

Please give the names of two relatives or friends who can be contacted if you meet with an accident. This information will only be used in an emergency.

Name

Address

Postcode

Tel. number

Relationship (if any)

Name

Address

Postcode

Tel. number

Relationship (if any)

Go to Section 8

Please initial here

7

Other information

8

Declaration of parent (or guardian)

(If applicant is 16 or 17 years of age, otherwise go to Section 9) **See Note 7**

I, (full name of parent/guardian).....
declare that my rights in respect of
.....(insert name of child)
have not been limited in any way by the order of any court having
jurisdiction over him/her.

Signature of parent/guardian _____ Date _____

Relationship to child (e.g. Father#, Mother) _____

Address _____

Go to Section 9

9

Declaration

To be signed by all applicants

- I, the undersigned, declare that
- I have not previously held a passport of any description, or been included in one, other than that stated above.
 - I have made no other application for a passport, other than that stated above.
 - I am, today, in the country of application and will be at the time of issue.**
 - (delete if not appropriate) If the passport mentioned in **Section 5** comes again into my possession, I will return it immediately to a British passport issuing authority.
 - I do not owe money to Her Majesty's Government for repatriation or similar relief.
 - I have not been adopted outside the United Kingdom* or a qualifying territory^{II}, except as mentioned in **Section 7**.
 - I am a; British citizen or
British Overseas Territories citizen or
British Overseas citizen or
British subject or
British protected person
and I have not lost or renounced this status.
 - All information given in this application is correct to the best of my knowledge and belief.

Sign in box _____ Date _____

IMPORTANT - KEEP WITHIN BORDER.
Failure to comply with this instruction will invalidate the application.

Go to Section 10

10

Countersignature. THIS SECTION MUST BE COMPLETED BY THE COUNTERSIGNATORY

See Note 8

- Please read the CAUTION below
- Endorse the back of the photograph by writing 'I certify that this is a true likeness of (insert name of applicant)' and add your signature, and the date on which the likeness was compared. Read what the applicant has put on this form, and
- Complete the following in ink and capital letters.
I, (insert your full name)

certify that the applicant (whose signature appears in Section 9) has been known personally to me for ____ years, and that to the best of my knowledge and belief the facts stated on this form are correct.
I am a British citizen/citizen of _____ (insert country)

SIGN

Profession (and professional qualifications)

Name of firm, business address or official stamp (if applicable)

Current British passport number (if applicable)

Daytime telephone number _____ Date _____

Checklist

When you have completed the form

Please check that you have enclosed all of the following:-

Photographs (one certified on back)-**See Note 10**

Fee-**See Note 11**

Documents-**See Note 12**

and remember to sign the form **at Section 9 'Declaration'** and if you are 16 or 17, a parent/guardian should sign **Section 8 'Declaration of parent (or guardian)'**

It is IMPORTANT that all applicants read notes

FOR OFFICIAL USE ONLY

CAUTION

You are warned that the making of an untrue statement for the purpose of procuring a passport is a criminal offence. A check may be made on the authenticity of countersignatories. The application should not be countersigned until the form has been completed, signed and dated by the applicant.

United Kingdom Passport Application

* Notes for FORM C1

Please keep these Notes until you receive your passport

Note 1 - Birth after 31 December 1982 in the United Kingdom

Tick "Yes" if you were born after 31 December 1982 in the United Kingdom.

Because birth in the United Kingdom after 31 December 1982 does not automatically confer British citizenship, additional information is required to establish your national status under the provisions of the British Nationality Act 1981, which came into effect on 1 January 1983. Section 2 should therefore be completed if you were born after 31 December 1982.

Section 2 need not be completed if you obtained your citizenship by registration or naturalisation from the Immigration and Nationality Directorate of the Home Office in the United Kingdom.

Note 2

Section 3 should be filled in if you became a British subject or citizen of the United Kingdom and Colonies by naturalisation or registration before 1 January 1983, or if you have become a British citizen, British Dependent Territories citizen, British Overseas citizen, British protected person or British subject by naturalisation or registration on or after that date. You should forward your citizenship document(s) with the completed form.

Note 3

Section 4 should be filled in if you were born outside England, Scotland, Wales and Northern Ireland. But it need not be filled in if you became a British subject, citizen of the United Kingdom and Colonies, British citizen, British Dependent Territories citizen, or British Overseas citizen by naturalisation or by registration at the Home Office, London.

If you were born in a foreign country, in the Republic of Ireland, or in a part of the Commonwealth other than a place which is still a dependent territory you may be able to claim British citizenship, British Dependent Territories citizenship or British Overseas citizenship through your father if he was a British subject and citizen of the United Kingdom and Colonies. But if your father also was born outside England, Scotland, Wales and Northern Ireland, you should give in section 8 the town, country and date of birth, or claim to British nationality of your paternal grandfather (your father's father) in case you have a claim to British nationality by descent from him (although this situation is rare).

Note 4

Part A should be filled in unless you are returning a standard British passport which was issued in your present name and you were not born outside England, Scotland, Wales and Northern Ireland.

If you have been married more than once, details of any previous marriage(s) – i.e. former husband's full names, his nationality, his town, country and date of birth, date of marriage, date of divorce (if applicable), date of former husband's death (if applicable) – should be given in section 5a.

Part B should also be filled in if your husband was born outside England, Scotland, Wales and Northern Ireland, and if his father was born outside England, Scotland, Wales and Northern Ireland, the town, country and date of birth or claim to British nationality of your husband's paternal grandfather (his father's father) should be given in section 5b.

Note 5

Please give as much information as you can. A new passport can be issued only after extensive enquiries.

Note 6

Section 10 should be filled in and signed by a parent if the applicant is under 18 years of age, except where the applicant is married, (in which case the marriage certificate should be produced) or is enlisted in HM Forces. If the parent is not available to sign the form, he/she must write a letter of consent. The letter should be sent in with the application. If the applicant is illegitimate, consent should be given by the mother.

Note 7

When you have completed the form, section 12 should be completed 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, Bank Officer, Established Civil Servant, professionally qualified person, e.g. Lawyer, Engineer, Doctor, School Teacher, Police Officer or a person of similar standing.

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 11, 'Photographs'.)** In certain cases you may be asked to produce further documentary evidence of identity.

Note 8

A standard United Kingdom passport of 32 pages is adequate for most travellers and is valid for 10 years.

However, a passport of 48 pages is available for people who travel frequently and quickly fill the visa pages of a standard passport. This passport is also valid for a maximum of 10 years.

When you apply for a new passport, you must give up any previous passport for cancellation. A new passport may not be post-dated to the date of expiry of a previous passport.

Note 9

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 your application. Please read all the sections that apply to you and make sure that you submit the right documents.

Documents are not normally needed if you are surrendering an unrestricted British passport issued after 1 January 1983 and all the details are the same.

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

BIRTH OR ADOPTION BEFORE 1 JANUARY 1983

A. If you were born in England, Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man or a place which is still a Dependent Territory.

All applicants

Full birth or adoption certificate. If in doubt, **read note i, 'Birth certificate'**

Women who are or have been married and married men under 18

Marriage certificate or divorce documents showing details of the marriage. If in doubt, **read note ii, 'Marriage certificate'**

B. If you were 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, OR if you were born before 1 January 1949 in a Protectorate, Protected State or Trust Territory of a British father.

All applicants

Consular birth certificate and evidence of father's citizenship of the United Kingdom and Colonies if this is not shown on the consular birth certificate (**see note i**) OR

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 note i**).

Women who are or have been married and married men under 18

Marriage certificate or divorce documents showing details of the marriage. Evidence of termination of previous marriage if either parent has been married before (**see note ii**).

C. If you are a British subject, a British citizen, a British Dependent Territories citizen, a British Overseas citizen or citizen of the United Kingdom and Colonies by naturalisation or registration.

All applicants

Documents of naturalisation or registration.

Women who are or have been married and married men under 18

Marriage certificate or divorce documents showing details of the marriage (**see note ii**).

D. If you were a British subject before 1st January 1949, through your own or your father's birth or naturalisation in British India or in the Republic of Ireland and have remained a British subject.

All applicants

Documentary evidence of your birth or naturalisation in British India or in the Republic of Ireland or documentary evidence of legitimate descent from a father born or naturalised in those territories (**see note i**).

Women who are married or have been married

Marriage certificate showing details of the marriage (**see note ii**).

