



Please fill in this form if a British passport holder has recently died. For security purposes, please cut off the top right-hand corner of the passport before sending it to us. This is to stop the passport being used fraudulently.

If you've already used the Tell Us Once service, you don't need to fill in this form as Her Majesty's Passport Office has already been notified. You can only use the Tell Us Once service if you know the holder's passport number. If the passport is lost or not available, you will need to fill in this form and send us an original copy of the death certificate. We'll send the certificate back to you after we've cancelled the passport on our system.

## 1.

### Details of the passport holder

Surname	<input type="text"/>
Forename(s)	<input type="text"/>
Date of birth (DD/MM/YYYY)	<input type="text"/>
Town of birth	<input type="text"/>
Country of birth	<input type="text"/>
Date of death (if known)	<input type="text"/>
Passport number (if known)	<input type="text"/>
Death certificate number (if known)	<input type="text"/>

## 2.

### Your details

This section must be filled in by the person completing the form

Surname	<input type="text"/>
Forename(s)	<input type="text"/>
Address (house number, street, town)	<input type="text"/>
Post code	<input type="text"/>
Relationship to the deceased	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>

### 3.

**Do you have the passport?**

Yes - Go to 3a

No - Go to 3b

**3a.** What would you like us to do with the passport?

Cancel it and dispose of it safely, or

Cancel and return it to you

**3b.** If the passport is lost or stolen, please provide any details that you have. If the passport has been stolen and reported to the police, please provide the crime reference number here. If more space is needed, please write on a separate piece of paper.

### 4.

#### Declaration

You must sign and date this form in the boxes provided.

I understand that completing and submitting this form will result in the related passport being cancelled. The information on this form is true to the best of my knowledge and belief. I also understand that Her Majesty's Passport Office holds and uses data for purposes notified to the Information Commissioner under the Data Protection Act 2018 (which may be consulted at [www.ico.org.uk](http://www.ico.org.uk)). Information about the lost or stolen passport may be shared with appropriate public and private sector authorities who can assist in locating and recovering the missing passport. For further information on how Her Majesty's Passport Office handles personal data please see privacy information notice at <https://www.gov.uk/government/publications/hmpo-privacy-information-notice>

Signature (sign within the box)

Date (DD/MM/YYYY)

Print name here

### 5.

#### What to do next

Please cut off the top right-hand corner of the passport (if held) and send with the form to:

#### In the UK

Customer Service Management Team, HM Passport Office, PO Box 767, Southport PR8 9PW

#### Outside the UK

Send or take this form to the nearest British Embassy, High Commission or Consulate. For more information see [www.gov.uk/world/embassies](http://www.gov.uk/world/embassies)