

## Guidance Notes for a British Passport Application

**Please ensure that you read these guidance notes in full prior to applying for your passport.**

The power to issue Isle of Man variant British passports is derived from the Royal Prerogative. The Isle of Man Passport Office may issue an Isle of Man variant British Passport to a British national resident in the Isle of Man at the time the application is made; or a person who was born in the Isle of Man and who is resident in the United Kingdom at the time the application is made; or a person with respect to whom His Excellency the Lieutenant Governor considers there are exceptional grounds for him to use discretion in issuing a passport, for example a person born overseas to parents who were Isle of Man born, and were serving in the RAF or Navy at the time the child was born and the child was then brought up in the Isle of Man and went to University in the United Kingdom. British citizens resident in the United Kingdom must apply to HM Passport Office unless they were born on the Isle of Man. Any applicant resident overseas must apply through [www.gov.uk/overseas-passports](http://www.gov.uk/overseas-passports)

### How can I contact the Passport Office?

Postal Address	Passport Service, Central Government Offices, Bucks Road, Douglas, Isle of Man. IM1 3PN
Passport Counter	As above. The counter opening hours are 10.00-14.00pm. (Monday-Friday) The counter is closed on public holidays and occasionally for staff training, updates will be posted on our website.
Phone	01624 685208 – This is a 24 hour information line. Calls made between 09:30am-12:00pm will be transferred to a member of the passport team.
Email	passports@gov.im – We aim to respond to emails within 7 working days.
Website	<a href="http://www.gov.im/passports">www.gov.im/passports</a>

### How can I submit my application?

At the public counter	The counter opening times are detailed above. All supporting documents will be copied and handed back to at the counter Your passport will be copied, cancelled and handed back to you at the counter (if applicable)
By Post	Completed applications can be submitted by post, enclosing the correct documents, Passport(s) and payment. All supporting documents will be copied and posted back to the address listed on the application form Your passport will be copied, cancelled and posted back to the address listed on the application form (if applicable)

### How much will my application cost?

The current fees are listed on our website. If you were born on or before 2<sup>nd</sup> September 1929 your passport will be issued free of charge when using the standard service.

### How can I pay for my application?

Public counter- Standard Service	Cheque, cash, credit/debit cards or postal orders.
Post - Standard Service	Cheque, credit/debit cards (on the completed payment form) or postal orders.

## How long will it take for me to get my new passport?

**Standard Service** – it may take up to **20 working days** from the date you paid for your application for your application to be processed (this excludes delivery). This is subject to change and is not guaranteed.

**Express Service (currently suspended)** - you should receive your new passport **5 working days** from the date you paid for your application.

The Isle of Man Passport Office is **unable to guarantee** these times as delivery of your passport may be affected by adverse weather conditions. Please note that working days do not include weekends or bank holidays.

The Isle of Man Passport Office does not accept any responsibility for travel that is booked before you have received your new passport. You should not book any travel until you are in possession of your new passport.

First time applications received from adults (16 years old+) may be required to undergo an interview and provide additional documentation.

## What happens once my passport application has been processed?

New passports will be sent out by Royal Mail Tracked 24 from the UK to the address on your application form.

Once your new passport arrives, please check all of the personal details and if there is any discrepancy, please notify the Isle of Man Passport Office within 10 working days in order for this to be rectified.

## Can the Passport Office advise me on how much validity I need on my passport?

The Isle of Man Passport Office cannot provide travel advice. Please visit the Foreign and Commonwealth Office (FCO) Travel Advice website <https://www.gov.uk/foreign-travel-advice> and check with the airline/company you are travelling with to ensure you have sufficient validity on your passport.

## Which sections of the form do I need to complete?

The table below sets out which sections of the application form you need to complete as it is dependent on your individual circumstances.

<b>Section 1</b>	This must be completed by <b>all</b> applicants.
<b>Section 2</b>	This must be completed by <b>all</b> applicants. Your application may be delayed if you do not give current contact details.
<b>Section 3</b>	If the person named in Section 2 has been British since birth this section <b>does not</b> need to be completed. If the person named in Section 2 has been granted a certificate of registration or naturalisation please provide the details in this section.
<b>Section 4</b>	This Section must be completed if you have previously held or been included on any sort of passport. If you hold multiple passports (including those issued by other countries) you must include all details <b>and</b> submit the passports with the application. If your previous British passport is lost or stolen you must also complete (or have completed) a Lost and Stolen Notification Form.
<b>Section 5</b>	This Section must be completed by the following applicants: All first time applicants. To replace a British passport that has been lost, stolen or damaged. Applicant was born <b>after</b> 31 <sup>st</sup> December 1982. Applicant was born outside of the UK, IOM or Channel Islands. The parent details should be completed as per the birth certificate; if either parent is now deceased this section of the form still needs to be completed.

<p><b>Section 6</b></p>	<p>Names that you were not able to fit in the boxes in Section 2.</p> <p>Delivery address in Section 2 - If this is not your residential address please provide written confirmation as to the reasons for using the alternate address. Please give your full residential address details.</p> <p>If the application is for a child and they were born under a surrogacy arrangement, full details to be provided.</p> <p><u>This list is not definitive, please add any information that may affect your application in Section 6.</u></p>
<p><b>Section 7</b></p>	<p>A <b>countersignature</b> is only required:</p> <p>To <b>renew</b> a passport if you cannot be easily recognised from the photograph and previous passport photo</p> <p><b>All first time passport applications</b> (adult and child)</p> <p>To <b>replace a lost, stolen or damaged passport</b></p> <p>To <b>renew a child's passport</b></p> <p>The form must be completed in full prior to the Countersignatory completing Section 7 and signing one photo.</p> <p>The person acting as a Countersignatory must:</p> <p>Be a professional person or a person of similar standing in the community. For example, bank/building society officials, police officers, civil servants, minister of religion and people with professional qualifications (teachers, accountants, engineers, solicitors etc.) General Practitioners cannot countersign for patients. A retired professional person can only act as a Countersignatory if they were qualified whilst working (e.g. teacher, accountant, solicitor/advocate etc.); and</p> <p>Not be a relative of the applicant (this includes partners, in-laws and step-parents); and</p> <p>Have known the applicant personally for at least two years. Where the application is for a child under 16 they must have known the person who completes Section 8 for at least two years and also have personal knowledge of the child. This means they must be able to identify the photograph they are certifying as the person named at Section 2 of the application form; and</p> <p>Hold a <b>current</b> British or Irish passport. (Irish passports holders must submit a copy of their passport Bio page).</p> <p>Complete Section 7 in full; and</p> <p>Certify <b>one</b> (not both) of the photographs by writing 'I certify that this is a true likeness of (the applicant's full name including title)' and signing and dating on the reverse.</p> <p>Full details on acceptable professions can be found on our website at <a href="http://www.gov.im/passports">www.gov.im/passports</a></p>
<p><b>Section 8</b></p>	<p>Declaration. The relevant declaration must be signed by the applicant. If under 16, their parent or guardian must fill this in instead.</p>
<p><b>Section 9</b></p>	<p>This section must be completed by <b>all applicants aged 12 or over</b> as is the signature that will appear on our records. Please ensure that the signature stays within the lines.</p>

### What do I need to submit with my application?

Your application may be delayed if you do not enclose the necessary supporting documents. The table below is a quick guide for standard applications and not a comprehensive guide for all passport applications. You must supply the **original documents** as certified copies cannot be accepted.

All applications must be submitted with a **correctly completed application form** and **2 new photos** that meet the internationally agreed standards (full details of the photo requirements are listed on Page 6 of this document).

Application Type	Circumstances	Supporting Documentation Required
<b>Renewal of British Passport</b>	Adult (16 years+)	<ul style="list-style-type: none"> <li>Existing passport for cancellation.</li> <li>Countersignatory is required if not easily recognisable from previous passport.</li> <li>Any other uncancelled passports relating to you.</li> </ul>
<b>Renewal of British Passport</b>	Child (under 16 years)	<ul style="list-style-type: none"> <li>Existing passport for cancellation.</li> <li>Any other un-cancelled passports relating to you.</li> <li>Countersignatory is required if 11 or under or if not easily recognisable.</li> <li>Parent/guardian with parental responsibility to sign Section 8 (if applicant is 12 or over they must sign in Section 8 also).</li> </ul>
<b>If you are a British Citizen by birth, adoption or descent and are applying for a:</b>		
<b>First British Passport</b>	Born before 1 <sup>st</sup> January 1983	<ul style="list-style-type: none"> <li>Birth or adoption certificate.</li> <li>Countersignatory is required.</li> <li>Any other un-cancelled passports relating to you.</li> </ul>
	Born on or after 1 <sup>st</sup> January 1983	<ul style="list-style-type: none"> <li>Long Form Birth/adoption certificate.</li> <li>Countersignatory is required.</li> <li>Mother's passport or birth certificate.</li> <li><b>or</b></li> <li>Father's passport or birth certificate and parent's marriage certificate.</li> <li>If child was born or adopted on or after 1<sup>st</sup> July 2006 or same sex adoptions- the marriage certificate is not required.</li> <li>Any other un-cancelled passports relating to you.</li> </ul>
	Naturalised or registered	<ul style="list-style-type: none"> <li>Any other un-cancelled passports relating to you.</li> <li>Countersignatory is required.</li> <li>Naturalisation/Registration certificate.</li> </ul>
<b>Lost or Stolen Passport</b>		<ul style="list-style-type: none"> <li>Any other un-cancelled passports relating to you.</li> <li>Countersignatory is required.</li> <li>LS01 completed (if for a child please visit our website for further information).</li> </ul>
<b>Damaged passport</b>		<ul style="list-style-type: none"> <li>Existing passport for cancellation.</li> <li>Countersignatory is required.</li> <li>Any other un-cancelled passports relating to you.</li> </ul>
<b>Changes to a British passport</b>	Adult name change- Marriage/Civil Partnership	<ul style="list-style-type: none"> <li>Marriage/civil partnership certificate.</li> <li>Countersignatory is required if not easily recognisable from previous passport.</li> </ul>
	Adult change of name- reverting to maiden name	<ul style="list-style-type: none"> <li>Signed statement (in Section 6) stating you now use your maiden name for all purposes.</li> <li>Birth certificate.</li> <li>Proof of use of name (e.g., tax letter, driving licence).</li> <li>Countersignatory is required if not easily recognisable from previous passport. And either; a decree absolute showing both names, <b>or</b></li> <li>A marriage certificate showing both names.</li> </ul>
	Adult change of name- other	<ul style="list-style-type: none"> <li>Evidence of change of name (e.g. original deed poll with dated Registry stamp. Documents titled "Certificate of Registration" cannot be accepted).</li> <li>Proof of use of name (e.g., tax letter, driving licence).</li> <li>Countersignatory is required if not easily recognisable from previous passport.</li> </ul>
	Child change of name	<ul style="list-style-type: none"> <li>Evidence of change of name (e.g. original deed poll with dated Registry stamp. Documents titled "Certificate of Registration" cannot be accepted).</li> <li>Proof of use of name (e.g., school letter, doctor's letter).</li> <li>Countersignatory is required if not easily recognisable from previous passport.</li> <li>Letter from Other Parent(s) approving Change of Name.</li> </ul>
	Photo change	<ul style="list-style-type: none"> <li>Existing passport for cancellation.</li> <li>Countersignatory is required if not easily recognisable from previous passport.</li> <li>Any other un-cancelled passports relating to you.</li> </ul>

	Change of gender	<ul style="list-style-type: none"> <li>• Existing passport for cancellation.</li> <li>• Countersignatory is required if not easily recognisable from previous passport.</li> <li>• Any other un-cancelled passports relating to you.</li> <li>• Letter from a doctor confirming the change is likely to be permanent.</li> </ul>
	British citizen following birth in the Isle of Man, Channel Islands or United Kingdom to <b>settled parents</b> and are applying for a new passport or replacing a lost, stolen or damaged passport	<ul style="list-style-type: none"> <li>• Full birth certificate.</li> <li>• Your mother's passport showing her ILR stamp or proof of minimum of 5 years residency or an Irish passport.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Your father's passport showing his ILR stamp or proof of a minimum of 5 years residency or an Irish passport and parent's marriage certificate.</li> </ul>

**Note:** If documentation is required for an applicant's parent- the documentation must be relate to a British or settled parent.

## What requirements do my photos have to meet?

**All applications must include two identical recent photographs.** The photos must meet internationally agreed standards and must be a true likeness of you. It is recommended that photos are professionally taken to ensure they meet the below standards.

### **The photo must be of the applicant:**

- Be taken within the last month;
- Facing forward and looking straight at the camera;
- In close-up of their face, head and shoulders with a recommended head height (the distance between the bottom of the chin and the crown of the head) of between 29-34 millimetres.
- With a neutral expression and with the mouth closed (no smiling, frowning or raised eyebrows);
- With their eyes open and clearly visible (no sun glasses or tinted glasses and no hair across the eyes);
- Free from reflection or glare on glasses, and frames must not cover eyes (we recommend that, if possible, glasses are removed for the photo);
- Showing their full head without any head covering, unless they wear one for religious beliefs or medical reasons;
- With no other objects or people in the photo (this also applies to a photo of a baby or young child and babies should not have toys or a dummy in the photo);
- Without shadows on the picture;
- Without anything covering the face, nothing should cover the outline of eyes, nose or mouth; and
- Not showing any 'red-eye'.

### **Photo size must:**

- Be the size of a standard passport photograph taken in a photo booth or studio (45 millimetres high x 35 millimetres wide); **and**
- Not be trimmed or cut down from a larger photograph to the size of a standard photograph.

### **Photo quality must:**

- Be taken against a plain cream or plain light-grey background;
- Be printed to a high quality, such as photos printed by a booth or studio (photographs printed at home are unlikely to be of a high enough quality);
- Be clear and in sharp focus;
- Be in colour on plain white photographic paper;
- Not be torn, creased, or marked; and
- Not have any writing on the front or back- except when one of the photos needs to be certified.

## **Children**

Children aged five and under do not need to have a neutral expression or to look directly at the camera. Babies under one do not need to have their eyes open. If the baby's head needs to be supported, the supporting hand must not be seen. All other photograph standards must be met.

## **Clarification of Terms**

**"Full Birth Certificate"**- This is the birth certificate that contains your parent's details.

**"Original documents"**- Any documents that you need to submit with your application (e.g. marriage certificate for a proof of change of name) must be the original or an official replacement of the original. We do not accept photocopies or certified copies. We do not accept documents that have been laminated.

**"Resident"**- Where reference is made to residence, this is where the applicant normally lives. For example; if an applicant is resident outside of the United Kingdom, but visiting the Isle of Man on holiday- they would not be classed as resident for the purposes of the passport.



# Applying for a British Passport by Post

## Paying by Credit Card or Debit Card

Please fill in the instruction below in **block capitals** and include it with your passport application. A separate instruction should accompany each application. We accept MasterCard, Visa (Credit or Debit) or Maestro.

The 16 digit number must be included below. If this number is not included payment will not be processed. If you do not write the correct fee instruction, we will still charge the correct fee for the service you have asked for.

Adult (16 years+) Please select		Child (under 16 years) Please select	
Standard Service		Standard Service	
£100.00		£69.00	
If you wish to have your previous passport/supporting documents returned by recorded delivery (rather than by standard post) there is an additional fee.		£5.00	

The current fees are detailed on our website [www.gov.im/passports](http://www.gov.im/passports) or by calling the 24 hour information line on: **685208**.

### Applicants Name

### Applicant's date of birth (DD, MM, YYYY)

### What type of card are you paying with?

Mastercard  Visa (credit or debit)  Maestro

### Card Number (the long number shown on the front of your card):

### Expiry Date (MM, YY)

### Valid from (MM, YY)

### Security Number (3 digit number shown in your cards signature strip)

### Fee you are paying

£

### Cardholder's name:

### Cardholder's address (including postcode):



### Cardholder's telephone number (daytime):

### Cardholder's signatures:

### Date: