



Passport application

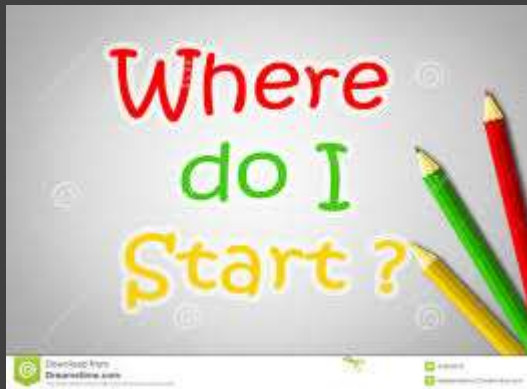
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Team D

How many have
applied for a
passport?



Where to start?

- The first place to start is working out if it is a fresh application (So a new one) or a renewal
- If New Passport follow these steps...



CERTIFIED COPY
Pursuant to the Births and



OF AN ENTRY
Deaths Registration Act 1953

BBU 479581

BIRTH		Entry No. 51
Registration district: Westminster		Administrative area: City of Westminster
Sub-district: Westminster		
CHILD		
1. Date and place of birth: Sixth May 2019 Portland Hospital 209 Great Portland Street, Westminster		
2. Name and surname: Archie Harrison MOUNTBATTEN-WINDSOR		3. Sex: Male
FATHER		
4. Name and surname: His Royal Highness Henry Charles Albert David Duke of Sussex		
5. Place of birth: Paddington, Westminster	6. Occupation: Prince of the United Kingdom	
MOTHER		
7. Name and surname: Rachel Meghan Her Royal Highness The Duchess of Sussex		
8.(a) Place of birth: California, United States of America	8.(b) Occupation: Princess of the United Kingdom	
9.(a) Maiden surname: MARKLE	9.(b) Surname at marriage & different from maiden surname	
10. Usual address (if different from place of child's birth): Frogmore Cottage Windsor Castle SL4 2JG		
11. Name and surname (if not the mother or father): INFORMANT		12. Qualification: Father
13. Usual address (if different from that in 10 above):		
14. I certify that the particulars entered above are true to the best of my knowledge and belief: Harry		Signature of informant
15. Date of registration: Seventeenth May 2019		16. Signature of registrar: D.Mevada Deputy Registrar
17. Name given after registration, and surname		

Certified to be a true copy of an entry in a register in my custody.

[Signature]

{ Deputy

Registrar

Date 17th May 2019

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. "CROWN COPYRIGHT"

System No. 11001001

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

Does the child have a birth certificate?

Does the Parent(s) have a Birth certificate?

If Parent is born after 1983 then grandparent birth certificate will be required

Does the child have a photo which is applicable to UK passport photo standard? DO they have a Photo code?

Do we have a copy of the Care Order

What I do next?

- Get the Birth certificates ordered, online applications can be done and a fee will be applied. You will need lots of details such as full name, DOBs and parents details. It is important to note you must order the birth certificate from the place the individual is born.
- Birth certificates take a long time to come through so ordering them early is key.
- It is so important that when a Photo Code has been received it is only valid for 30 days so time is ticking...



What to do next...

- Once you have all of the birth certificates, photo and Care order, this is when the fun starts



Continued...



- Start the application online at <https://www.gov.uk/apply-renew-passport>
- Go through the form by putting the details they are wanting including uploading the photo, or photo code.
- Make the payment online using Pre Payment card. It is cheaper to do online application than paper application as these will need processing at post office, who will add an additional cost for 'check and send'.
- The Authentication page or verifying the photo , this is the Social worker or team manager. They must have a valid UK passport and complete the task within 24 hours of the application completed.
- On the last page it will ask you to send the birth certificates and document to one of there passport offices.
- If Care order has other sibling details then print and using redact the other name(s) or if no Care order ask Duty Solicitor to send you one and they can also redact if only one application is being made



one thing you
must send

- A letter to confirm that the young person is in care will be needed.
- The letter gives details of the application reference number and we have a standard letter that is completed with the relevant details.
- This letter can be signed by Team manager as it saves the agony of not accepting the application.
- It is advised that the passport is sent to the child young person address and the documents to the office (Due to potential GDPR).
- Ask carer or Key workers to take a picture of the passport and send to you or Social worker to put on Mosaic for future reference

Renewals



- Renewals can be slightly easier. And I Mean slightly easier
- You apply online at <https://www.gov.uk/renew-adult-passport/renew>
- So after getting picture or photo code from carer/ placement do the application as you did the first.
- This time they will ask for previous passport details. Put in the details of the old passport number and continue to authentication page and follow same process so Social Worker or Team manager to authenticate the picture.
- Make the payment
- You will need to send a letter for the renewal to state the child/ YP is in care and where you wish for the passport to be sent. Also send the Care Order. You can redact sibling (If doing only 1 child) details from Duty Solicitor (Legal Services) or use a Sharpie
- Old Passport to be sent
- Job done!!



Things to
remember also

If the child is between 12-15 years of age, if doing paper application, they must sign Section 6 and person with PR signs section 9 and 10

If a name change is needed, then it must be done legally. The Care order will clearly state that the child may not be known by any other name (s). Social worker will need to seek Legal advice prior to application for passport being made



Any other
questions
?



Guidance and policy

<https://www.gov.uk/government/publications/applying-for-a-passport/guidance-for-paper-passport-applications-accessible>