

FIRST TIME PASSPORT ISSUE REQUIREMENTS APPLICANTS BORN ON OR AFTER 1st JANUARY 1983

Original documents accepted only

Please initial the bottom of each page of the Application Form

BORN IN THE UK

CLAIM THROUGH MOTHER

- Full long form Birth Certificate
- Mothers Full Birth Certificate or Home Office Registration/ Naturalisation Document
- Passport, applicant used to enter country of residence

CLAIM THROUGH FATHER

- Full long form Birth Certificate
- Fathers Full Birth Certificate or Home Office Registration/ Naturalisation Document
- Parents Marriage Certificate giving status of parties at time of marriage, as recorded by the County/State/Provincial Registrar
- Completed Marriage Declaration
- Divorce Decree(s) (if applicable)
- Passport, applicant used to enter country of residence

REGISTERED/NATURALISED AT A CONSULATE OR HOME OFFICE

- Registration/Naturalisation Document
- Passport used to enter the country of residence

BORN OUTSIDE THE UK

CLAIM THROUGH MOTHER

- Full long form Birth Certificate (USA issued within 3 months from the time of birth (if not available please supply hospital records))
- Mothers Full Birth Certificate or Home Office Registration/ Naturalisation Document
- Passport, applicant used to enter country of residence (if applicable)

CLAIM THROUGH FATHER

- Full long form Birth Certificate (USA issued within 3 months from the time of birth (if not available please supply hospital records))
- Fathers Full Birth Certificate or Home Office Registration/ Naturalisation Document
- Parents Marriage Certificate giving status of parties at time of marriage, as recorded by the State/Provincial Registrar
- Completed Marriage Declaration
- Divorce Decree(s) (if applicable)
- Passport, applicant used to enter country of residence (if applicable)

ALL ADULT APPLICANTS

- Current photographic Identification in the form of: copy of Foreign Passport or Residence Card and driving licence.
- In lieu of above, 2 further letters of identification with endorsed photograph as well as other documentary evidence of your identity.

For Child Applications: Countersignatory Section – to be completed by a professional person who has known a parent for two years.

This is a guideline only, you may be required to produce further documentation.

To obtain certified UK Birth/Marriage Certificates, please visit www.gro.gov.uk/gro/content/certificates

To obtain copies of Home Office Registration/Naturalisation Certificates issued before October 1986, please visit www.nationalarchives.gov.uk/contact/default.htm?source=ddmenu_about7

To obtain copies of Home Office Registration/Naturalisation Certificates issued after October 1986 please email you enquiry to: nationalityenquiries@ukba.gsi.gov.uk

To obtain certified US Birth/Marriage Certificates, please visit www.cdc.gov/nchs/w2w.htm

To obtain certified Canadian Birth/Marriage Certificates, please visit [Frequently asked questions in US and Canada](#)

PLEASE RETURN ALL DOCUMENTS WITH RESUBMISSION OF THE APPLICATION