

Your Passport Application

What to do now



HM Passport
Office

Your passport details: Application 2806990233

Mr Paul Edward Lisewski, Adult Renewal, £72.50

PLEASE PRINT OFF THIS DOCUMENT AT ACTUAL SIZE

Thank you for submitting your details and payment for a British passport.

To complete the application please follow the steps below.

If you don't send us the information we need it may delay the application.

1) Declaration Fill in the form on page 2. For child applications the form must be signed by an adult with parental responsibility for the child. For children aged 12-15 we need a signature from the child and the adult.

2) Supporting Documents Review the document check list. Send us the documents listed. We only accept original versions or replacement documents. Unless stated no photocopies or laminated documents should be sent unless they are for change of name purposes only. Documents that aren't in English – including documents showing an address – must be fully translated by a professional translator. You may need to send us additional documents in the following cases:

- Children where a court order is in place relating to their care
- Children where they are looked after by social services
- Children where you are not their natural or adoptive parents
- Applying for a British National (Overseas) passport (provide a colour copy of your Hong Kong permanent ID card)
- Applying for a British Protected Person passport
- Your claim to British nationality is based on your parents' Crown or Community Service
- You want to have a title shown in your passport
- Changing the gender on your passport
- The applicant is unable to sign: A person who fills in the form on behalf of an applicant who cannot sign the declaration must provide a letter explaining the reason they have done so

If this applies to you, visit www.gov.uk and search for passports for more information. We may contact you to request further information after considering your application.

3) Photographs Include two recent identical photos. Please read the guidance carefully on how your photos should be taken.

4) Post your documents You should only fold your declaration form once then put it with the photos and supporting documents in an envelope to the following address:

Her Majesty's Passport Office (ONL - UK), PO Box 2000, Liverpool, L69 3FQ

Document Checklist Check you have the following documents in your envelope before sending it to us:

- ☐ Completed declaration form
- ☐ Two recent identical photographs
- ☐ Your previous British passport
- ☐ Any other uncanceled non-British passports relating to you

Uncanceled non-British passports: We strongly prefer to receive the passport. However in exceptional circumstances where you may need to retain the passport, we will accept a full colour photocopy of the entire passport (including all visa pages). We reserve the right to request the passport at a later stage as we examine your application. Please provide an explanation as to why you need to retain your passport.

**Paul Edward
Lisewski**
40d Gledstones Road
UNITED KINGDOM, W14 9HU
Date of Birth: 04/07/1967 **Adult Renewal**



Return this page to: Her Majesty's Passport Office (ONL - UK), PO Box 2000
Liverpool, L69 3FQ

DCCL/01/05/02

Applicant to sign:

Date:

		-			-				
D	D		M	M		Y	Y	Y	Y

Declaration Form

Reminder: It is a criminal offence to make a false statement to get a passport. This covers the information provided online in application number 2806990233, on this form, in your supporting documents or any information provided during the application process. If you are signing on behalf of someone who is unable to sign due to a physical or mental impairment, you are making this declaration on their behalf.

I declare that:

- I am 16 years or over (or will be within two weeks).
- To the best of my knowledge, all the information provided as part of 2806990233 submitted on 08/09/2014 at 18:17 is correct.
- I am a British national and have not lost or given up my national status.
- I do not owe any money to the UK Government for repatriation or any other form of similar relief.
- I, and the intended holder of this passport (if different), am in the United Kingdom and this application does not break the terms of any court order.
- I will return any British passports which I have declared lost or stolen to a UK passport office if I recover them.
- I understand that by voluntarily applying for a British passport, it may result in losing citizenship of another country.
- I understand that I may be required to provide additional information as part of this application for a passport and that if I fail to meet such requests, this application may be treated as invalid.
- I have read both the relevant guidance associated with this application and the reminder above and fully understand the consequences of my actions in applying for this passport.

NOTE: PLEASE MAKE SURE YOUR SIGNATURE FITS INTO THE BOX.

Relationship of applicant to intended passport holder

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Name of applicant applying on their behalf

Office Use Only

Nat Cert		SBC	
MC		FBC	
Photos		PPT	

Block Application

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Post Opener Number

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Other Documents

Passport Photo Guidance

1/2

Passport photos are a vital part of your application. If the photos you supply are not suitable, your passport will be delayed. Please follow the instructions below carefully so you can get it right first time.

Photo style

The photo must be of the applicant:

- 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 and 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 sunglasses 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 a 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 the eyes, nose or mouth, and
- not showing any ‘red-eye’.

Photo size must

- be 45 millimetres high x 35 millimetres wide, the standard size used in photo booths in the UK (if you are outside the UK not all photo booths use this standard size), and
- **not** be trimmed or cut down from a larger photograph to the size of a standard passport photograph.

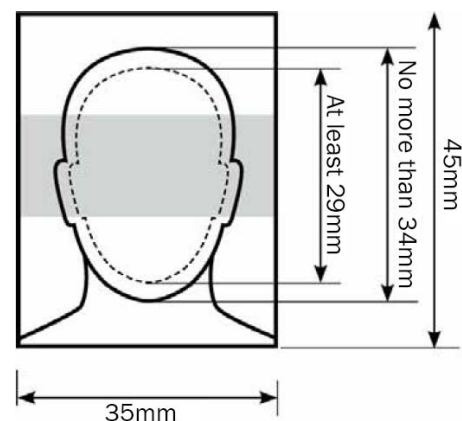
Photo quality must

- 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 high enough quality)
- be clear and in sharp focus
- be taken within the last month
- 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 look directly at the camera. Babies under one don't 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.

Tip: Place your photos in this guide to help check they are the correct size before sending



Passport Photos

2/2



Approved ✓



Don't look away from camera ✗



No fashion hair covering ✗



Approved ✓



No dummies ✗



1 person only in photo ✗



Approved ✓



Avoid covering face ✗



Keep hair off face ✗



Approved ✓



No glare on glasses ✗



Don't smile ✗