APPLYING FOR A PASSPORT
GUIDANCE NOTES

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GENERAL INFORMATION

- Failure to follow this Guidance may delay the processing of your passport
- Do not book travel until you have your passport
- Under the standard service it takes 6 weeks to process an application, however, an express service is available whereby an application can be processed within 8 working days.
- If you have not received your passport by the published processing time, contact us by email: passports@gov.je or by telephone: 01534 448000

Can I complete my passport application online?
Yes, go to www.gov.je where a SmartForm passport application is available. Once you have completed the application form, print it off and forward it to us with your photographs, fee and any supporting documents required.

Some of the boxes are small, can I write outside them?
No and all signatures must be kept within the borders.

I’ve made a mistake on the form, what should I do?
Cross out any mistakes. Do not use correction fluid. If you make more than 3 mistakes on any line or do not provide a clear signature in Section 7, you will need to complete a new form.

Do I need to send in photographs?
Yes, you are required to submit two identical photographs with your application. See page 9 for more advice.

Can I submit a photocopy of a birth certificate or other supporting documents?
No, you must submit original documentation.

Can I renew my ‘old blue’ passport?
You cannot renew an expired ‘old blue’ style passport. You must apply as a first-time applicant and submit the blue passport to us with your supporting documents.

I was born in Jersey but now live in the United Kingdom. Can I apply in Jersey?
Yes, you can apply in Jersey without physically being in the Island (for example, by post).

I was born in Jersey but now live abroad. Can I apply in Jersey?
No, if you live abroad you must apply for your passport via www.gov.uk.

I live abroad but I am visiting Jersey, can I apply during my visit?
Yes, if you were born in Jersey and you have a UK/Jersey address to which we can deliver your new passport.

Will I need an interview?
Persons aged 18 – 65 years who have never held a British passport before are required to attend a first time applicant’s interview, unless you have been naturalised or registered as a British citizen.

When can I renew my passport?
You can renew your passport at any time. You do not have to wait for it to expire. Allow sufficient time under the standard service or express service to process your new passport before travel.

Do all applications need a countersignatory?
No, please refer to page 7 to find out if you need one.

Do applicants who wish to change their names, or renew their 1 year passports have to pay a fee?
Yes, the full fee is payable. Please refer to www.gov.je for further information about fees.
How to complete each Section of the application form

1 APPLICATION TYPE

- Indicate if the application is for an adult (16 years or over, or a person who is going to turn 16 in the next few weeks) or for a child (15 years and younger)

**Adult applications**
Adult passports are normally valid for 10 years.

**Child applications**
Child passports are normally valid for 5 years.

**First time applicant**
This applies if you have never had a British passport before or you were previously included as a child on someone else's passport. This includes those who were not British at birth but have gained British citizenship by naturalisation or registration and are applying for their first British passport. Additionally, persons who apply to renew an old blue British passport will be treated as first time applicants.

**Renewal of existing passport**
This applies if you have an existing British passport and your personal details have not changed or if you wish to update your photograph because your appearance has significantly changed.

**Lost / Stolen / Otherwise Unavailable**
This applies if you want to replace a British passport that has been lost, stolen, damaged or is otherwise unavailable.

**Change of name**
This applies if your personal details have changed (for example, change of name, gender, etc).

**Additional Passport**
The issuance of an additional passport is limited to applicants who meet the strict qualifying criteria (for example, certain international airline pilots and businessmen). Refer to the Passport Office for further information.

2 WHO IS THE PASSPORT FOR

- Include all middle names in the name section
- If you do not have enough space to write your name or contact details, for example, you have a long surname or a long e-mail address, please use Section 6 of the application form

**Names to be shown on the passport**
- Please enter the name of the person who the passport is for
- The name that is shown on the passport should be the name that is used for all purposes
- Enter the surname, first and middle names that appear on your supporting documents
- The personal details section of a passport can only include up to 30 characters for first and middle names and a further 30 characters for surnames; this includes spaces. If the names are longer, please shorten them in a way that you want them to be shown on the passport. You should then write the full name in the space in Section 6 of the application form. We will add the full name on the observation page of the passport
- If there has been a name change, enter the name as you wish it to appear in your passport

**Change of name in passport**
- If you are changing a name, put the new name in the relevant boxes and put the previous names in the ‘Maiden’ or ‘All previous names’ boxes
- All name changes must be evidenced by supporting documents (for example, marriage certificates, civil partnership certificates, birth certificates, deed polls, etc)
- If you wish to ‘double-barrel’ your surname following marriage or civil partnership, or revert to your maiden name following a divorce, you must provide a declaration in Section 6 stating your wish to do so and that this name will be used for all purposes
• List your maiden or previous names that you have been known by (surname first and then first and middle names). Leave a space between each name. If they will not fit in the space provided, you should write them in full in Section 6
• You cannot change a child's name unless you have the permission of everyone who has parental responsibility for the child (See Section 7 for more information on parental responsibility)

Gender
• Indicate whether the person the passport is for is male or female
• If you are transgender (live as a different gender to that shown on your birth certificate), or if you have changed, or are in the process of changing your gender, you can obtain more guidance at www.gov.uk or call the Passport Office

Town and country of birth
• Enter the town and country in which the person the passport is for was born (as shown on their birth, registration or naturalisation certificate, or previous British passport)

Delivery Address
• Give the address to which the applicant's passport will be delivered including any street name/number; a valid postcode must be provided. This must be an address in Jersey or the UK. If your residential address is different, please enter it in Section 6 and explain why.

Contact details
• A telephone number must be provided as we may need to contact you about your application. If you include a mobile telephone number and our call is unanswered, we may text you. Your contact number will be shared with the courier company who will be arranging the delivery of your passport.

Secure delivery of your passport
• Your new passport will be sent to the address shown by a secure delivery method; it will need to be signed for. The cost of this service is covered by the passport fee
• Any supporting documents which have been retained will be posted back to you separately by standard post

3a CERTIFICATE OF REGISTRATION OR NATURALISATION

You must choose 'Yes' or 'No' in this section.
• The No box applies if the person named in Section 2 has been British since birth. You do not need to complete any more details in this section. Go to section 3b
• The Yes box applies if the person named in Section 2 has been granted a certificate of naturalisation or registration
• Provide details from the certificate of naturalisation or registration in this section

3b ISLANDER STATUS

A person with Islander status does not have the automatic right to live or work in the EU. They may, however, live and work in the UK without restriction. Such persons with Islander status have the following printed on the observations page of their passport:

'The holder is not entitled to benefit from EU provisions relating to employment or establishment'.

Persons with the Islander status are treated as being from outside of the EU and will need to apply for relevant permission to reside or work in the relevant EU country. However, persons with a parent or grandparent born in the UK, or who have been continuously resident in the UK (England, Scotland, Wales, Northern Ireland) for a period of 5 years, will not have the Islander status endorsement in their passport and will have the right to live and work in the EU without restriction.

Complete this section if the person named in Section 2 was born, adopted, registered or naturalised in the Channel Islands or Isle of Man.
• If the person named in Section 2 was born, adopted, naturalised or registered as a British citizen in the Channel Islands or Isle of Man, please give full details in this section if they have a parent or grandparent who was born, adopted, naturalised or registered as a British citizen in the United Kingdom. (We only require details of one of these persons)
• If the person named in Section 2 has been continuously resident in the United Kingdom for 5 years or more, please enter the details in this section
4 PARENTS’ DETAILS

You need to complete this section if the person named in Section 2 was:
• born after 31/12/1982, or
• born abroad

If this does not apply go to Section 5a

Nationality from parents
People born in the UK/Channel Islands after 31/12/1982 are not automatically British citizens; after that date nationality is derived from the parents. (Step-parents and others taking a parental role are not defined as ‘parents’ for nationality purposes and must not fill in their details at Section 4).

Give all the details of both parents of the person named in Section 2 of the application form.

If both parents of the person named in Section 2 of the application form were born after 31/12/1982, or were both born outside the UK, please give the following details in Section 6:
• details of the claim to British nationality by the parents of the person named in Section 2 of the application form or,
• the full names of the grandparents of the person named in Section 2, as well as the grandparents date of marriage, dates of birth and town and country of birth

Adoption
When a child is adopted in the UK, nationality can be gained through either parent. If adoptive parents are of the same sex, the parent who appears first on the adoption certificate should enter their details in the box ‘Mother or Parent 2’ and the parent named second on the adoption certificate should enter their details in the box ‘Father or Parent 1’, regardless of sex.

Assisted reproduction and surrogacy
When a child is born of assisted reproduction treatment or of a surrogacy arrangement please contact the Passport Office on 01534 44 8000 for advice on how to complete this section. No mention of parents’ details or ‘Father or Parent 1’ and ‘Mother or Parent 2’ will appear on the passport; this information is only used to gather the information needed to issue a passport.

Child with one parent
If you are the only parent of your child, complete either the ‘Father or Parent 1’ or ‘Mother or Parent 2’ section of the form, whichever applies to you, and leave the spaces for an additional parent blank.

Add a note in Section 6 to show that you are the only parent and why (whether you do not know the other parent of the child, are an individual adopter, or an individual parent whose child was born of assisted reproduction treatment, etc). For more information on the circumstances in which nationality is decided, please visit www.gov.uk

5a PREVIOUS PASSPORTS

You must indicate if the person named in Section 2 has held any sort of passport or travel document before or been included in one. If you answer No, go to Section 5c.

Un-cancelled passports
You must submit your existing and any un-cancelled passports with your application.
• A cancelled passport has the corner of the front cover cut off
• Un-cancelled passports may include: Expired passports (with no remaining validity), passports that you are or were included on (for example, as a child). Enter your existing passport number at Section 5a and indicate if you would like your existing passport to be returned to you after it has been cancelled
• This also includes foreign passports

5b DETAILS OF PREVIOUS LOST OR STOLEN PASSPORT

Lost or stolen
• You must only complete Section 5b if the passport of the person named in Section 2 has been lost or stolen or is not available
• Provide as much detail as possible about the lost or stolen passport of the person named in Section 2, even if you have already told us that the passport has been lost or stolen
• Tell us as quickly as possible if the passport of the person named in Section 2 has been lost or stolen, by filling in an LS01 form and returning it to us. This is to prevent someone misusing the passport and holder’s identity
If the passport of the person named in Section 2 has been stolen, report the theft to the local police. They will give you a crime reference number. Put this on the LS01 form. For more information visit: www.gov.je
How to obtain an LS01 form:
LS01 forms are available from:
- www.gov.je
- The Passport Office

Cancellation of lost or stolen passports
We will cancel your lost or stolen passport once we have received the LS01 form. If you later find the passport which you reported as lost or stolen, you must return it to us. You will no longer be able to use the passport because it will already have been cancelled and you may be held by the immigration authorities or the police if you try to do so. It is a strict Passport Office policy that we will cancel and destroy any lost or stolen passport that is found and sent to us.

5c EMERGENCY CONTACT DETAILS
This section is for you to enter details of two friends or relatives that can be contacted in the event of an emergency. There is space at the rear of the passport for you to enter this information if you wish.

6 OTHER INFORMATION
The examples below show when you should give us extra information in this section. If you require more space, use a blank sheet of paper which you must sign and include with your application form.
- Names that you were not able to fit in the boxes in Section 2
- If you have changed your name as a result of getting married but you want to continue to use your maiden name for professional purposes, you should make a statement in Section 6 and we will add a note on the observation page of your passport showing your maiden name
- If you wish to 'double-barrel' your surname following marriage or civil partnership, or revert to your maiden name following a divorce, you must provide a declaration in Section 6 stating your wish to do so and that this name will be used for all purposes
- Grandparents' details if both parents named in Section 4 were born after 31/12/1982 or were born abroad
- If your passport is lost or stolen and you have already sent us a 'Lost and Stolen Notification' form LS01, make a note to that effect in this section
- If your passport is damaged, explain briefly how it was damaged
- If a signature cannot be provided in Section 7, you should explain why
- If the application is for a child for whom you have sole parental responsibility, make a note in this section of any court orders that you have enclosed (for example, relating to contact with the child or the child's residence in, or removal from, the Island)
- If your residential address is different to the address provided for delivery please explain why
- If the person named in Section 2 has a mental or physical condition that prevents them from meeting the photo requirements

7 DECLARATION AND SIGNATURE(S)
- Before you complete and sign the declaration, read the form again to make sure that the information given is correct
- If you are completing your application online the signature boxes will automatically appear as appropriate to the person named in Section 2

People applying over the age of 16
If the person named in Section 2 is aged 16 or over they need to sign the declaration at Section 7. They do not need permission from a person with parental responsibility.

People applying under the age of 16
If the person named in Section 2 is aged 15 or under, someone with parental responsibility must sign the application at Section 7. Children aged between 12 and 15 must also sign at Section 7 in order that their signature can appear in their passport.

Persons unable to sign
If the person required to sign in Section 7 is unable to do so, use Section 6 or send a covering letter (written by, for example, a parent, carer or doctor) to confirm why the declaration cannot be signed.

Parental responsibility
A child aged under 16 must have permission from a person with parental responsibility who must sign Section 7. If a child's parents
are married at the time of the child's birth, or were married at any time after the child's birth, either parent can give permission.

If the child's parents are not married, the mother can give permission by signing Section 7. The father can sometimes give permission but usually only if he:
- has a parental responsibility order or agreement (which must be sent with the application), or
- has a residence order, or
- is named on the birth certificate (which must be sent with the application), and the birth was jointly registered on or after: 15/04/2002 in Northern Ireland, 01/12/2003 in England and Wales, or 04/05/2006 in Scotland. This does not apply to children born in the Channel Islands.

If the child's parent is aged under 16, they can also give permission by signing the declaration in Section 7 on behalf of the child. However, the application should be accompanied by a letter from the grandparents of the person named in Section 2 agreeing with their son/daughter's request for a passport for their own child.

If a child has been adopted, either adoptive parent can give permission by signing the declaration in Section 7.

If the child's parents are divorced, a custody order or maintenance order will not automatically take away the parent's parental responsibility.

If a child has been born of assisted reproduction treatment, the birth mother, or if this does not apply, either parent named on a parental order or court order granting parental responsibility, can give permission by signing the declaration in Section 7. If both parents are females in a civil partnership and the partner not giving birth agreed to the treatment, either partner can give permission by signing the declaration in Section 7.

If a child has been born of a surrogacy arrangement, the birth mother or if this does not apply, either parent named on the parental order or birth certificate (following a parental agreement or court order giving them parental responsibility), can give permission by signing the declaration in Section 7.

Step-parents (adults who enter into a marriage or civil partnership with someone who is already defined as a parent as explained above) can only give permission by signing the declaration in Section 7 if they are named on a parental order or parental responsibility agreement.

If the child is in care or is living with foster parents, we will need permission from the local authority before we can issue a passport to the child.

If the court has made an order regarding custody of the child, or about the child having a passport, this must be sent in with the application. If someone has made an objection to the child having the passport, we may refuse to deal with the application.

If an adult is acting as a parent in a situation other than one described in this section, please explain the circumstances in an accompanying letter to your application. We will also need documentary proof of your responsibility for the child.

If we have already issued a passport to a child after an application has been made by one parent, the other parent or anyone else with parental responsibility cannot apply for a separate passport for that child.

If you cannot sign the application form leave this section blank and use Section 6 or a covering letter to explain why you cannot sign; this is normally done by the person filling in the application form on your behalf. Your passport will note that the holder is not required to sign.

8 COUNTERSIGNATORY

A 'Countersignatory' is required to complete this section if you are applying:
- For a first British passport
- To replace a lost, stolen or damaged passport
- To renew a 'child' passport (even when changing from a 'child' to 'adult' passport)
- To renew a passport if you cannot be recognised in your current passport
- To renew a passport that expired more than 1 year ago

Countersignatories

A countersignatory is someone who can confirm the identity of the person named in Section 2. They need to confirm that, to the best of their knowledge, the details given in the application are correct. They must also confirm that the photograph is of the person named in Section 2.

The countersignatory must:
Be a professional person, for example, a bank or building society manager, police officer, civil servant, minister of religion, or hold a professional qualification (for example, a teacher, accountant, engineer or solicitor). You can find a full list on www.gov.uk/countersigning-passport-applications. Please note the Jersey Passport Office does not have the facility to verify the signatures of Irish passport holders and therefore they cannot be accepted.

In addition, the countersignatory must
- Have known the applicant for at least 2 years (with child applications, the 'applicant' is the adult making the application, not the child)
- Live in Jersey or the UK
- Hold a valid British passport
The countersignatory needs to:

- Read through the completed application form to make sure the information is accurate
- Read the Caution
- Complete Section 8 of the form
- For an adult application, the countersignatory must ‘certify’ one (not both) of the photographs (see the example right):
- For a child application under 16, the countersignatory must confirm that they have known the adult who signed the declaration in Section 7 of the application form for at least 2 years, and certify one (not both) of the photographs of the child is a true likeness (giving the child’s full name):
- Countersignatories must put their initial next to any mistakes they may make.

The countersignatory must NOT:

- Be related to the person named in Section 2, or in the case of a ‘child’ application, the person signing Section 7 (by birth or marriage)
- Be in a personal relationship with the person named in Section 2, or in the case of a ‘child’ application, the person signing Section 7
- Live at the same address as the person named in Section 2, or in the case of a ‘child’ application, the person signing Section 7
- Be employed at the Passport Office
- Countersign a blank or incomplete application form

What we do with the details of the countersignatory
As part of our work we will check that the countersignatory is genuine. This may include checking their passport and other records to confirm their identity and their profession or professional qualification. Please make sure that your countersignatory knows that we may contact them and carry out these checks. We may ask you to provide another application form with a different countersignatory if we are not satisfied or if we cannot contact them.

Passport fees
The passport fee depends on the type of application you are making, how you apply and how quickly you want your passport. It reflects the costs of receiving, recording and processing your application. We cannot usually refund the fee if your application is unsuccessful or withdrawn. This is because we will already have undertaken processing work. For the latest information on passport fees, visit www.gov.je or call the Passport Office on 01534 448000.

What you need to include with your application form

- Send us original documents or replacement documents that have been issued by the Office of the Superintendent Registrar in Jersey or the General Register Office for England and Wales or Scotland or Northern Ireland
- We do not accept photocopies of documents or documents that have been laminated
- If you are required to provide a birth certificate, a ‘short’ version is acceptable, unless the person named in Section 2 was born abroad or after 31/12/1982, in which case it must be a full birth certificate (one that contains the details of both you and your parents)
- If any document you are providing is in a language other than English, also provide an official translation. This must be signed and stamped by a translator who is a member of a recognised professional organisation

Acceptable documents
To obtain copies of birth, marriage or death certificates issued in Jersey, contact the Office of the Superintendent Registrar on 01534 441335.
For certificates issued in England or Wales, go to www.gov.uk/general-register-office
To replace documents issued in Northern Ireland, go to www.nidirect.gov.uk/general-register-office-for-northern-ireland and for Scotland go to www.gov.uk/national-records-of-scotland
To replace documents issued abroad, seek advice from the relevant Embassy or Consulate of that country.
PHOTO GUIDANCE

- You need to send two identical photos – don’t attach them to the form.
- You must have one photo countersigned if you are applying:
  - to renew a 5 year validity passport (including when changing up from child to adult passport)
  - for a first British passport (adult or child)
  - to replace a lost, stolen or damaged passport (adult or child)
  - if you cannot be recognised from the photograph in your current passport
  - if your passport is more than 1 year out of date

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 their 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 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 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 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 a high enough quality)
- be clear and in sharp focus
- be taken within the last month
- be in colour on plain 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 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.
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<th>Passport type</th>
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<td>1. If you were born after 31/12/1982 in the Channel Islands, UK or Isle of Man and neither of your parents were British citizens at the time of your birth</td>
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<td>2. If you were born after 31/12/1982 in the Channel Islands, UK or Isle of Man and at least 1 of your parents was a British citizen at the time of your birth</td>
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<td>Certificate of Naturalisation or Registration</td>
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<td>Parents’ passports or birth certificates</td>
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<td>1. If the lost or stolen passport was not issued within the last 10 years by the Jersey Passport Office</td>
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<td>2. If the applicant was born before 01/01/1983</td>
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<td>Parents’ passports or birth certificates</td>
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<td>Change of name documents</td>
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<td>Changes to existing passport</td>
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<td>1. No British passports (applicable)</td>
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<td>2. Only if the applicant is an applicant British parent was born, adopted, registered or naturalised in the Channel Islands or Isle of Man and one of the applicant’s grandparents was born in the UK (England, Scotland, Wales or Northern Ireland)</td>
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CREDIT / DEBIT CARD PAYMENT SLIP

(FOR POSTAL APPLICATIONS ONLY)

Applicant's full name: ...........................................................................................................................................

Date of Birth: ......................................................................................................................................................

Place of Birth: ......................................................................................................................................................

Please debit my VISA □ MASTER □ SWITCH □ DELTA □ MAESTRO □ SOLO □

Credit □ Debit □ *card (*tick as appropriate)

Card Number:

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