

UK PASSPORT APPLICATION CHECKLIST

- () **Authorization Letter**
Print 3 copies of the authorization letter. *It must have your original signature.* **This must be filled out using blue or red ink. Black ink is not allowed.** This allows us to act as an agent on your behalf.
- () **2 Identical Passport Photos**
Two recent original passport size photographs (2" x 2") on a white or clear background. Teeth cannot be shown on photographs. Do not smile or grin. Look directly at the camera (frontal view).
- () **Passport Application Form**
Fill out the **CI application form** (for new or renewal). For a citizen under 16 years old, fill out **C2 application form**. Please note that initials are required on page 1 through 3 of form C1. Question 10 on page 4 of C1 **MUST** be completely filled out and countersigned. Applicants who were born outside the United Kingdom **MUST** complete question 2 of form C1.
- () **Proof of UK Citizenship**
Provide original proof of British citizenship (e.g. expired/expiring passport, or **full long form** UK birth certificate issued within 3 months from time of birth)
- () **Lost or Stolen Notification**
This must be submitted if your most recent passport was lost or stolen in addition to the C1 or C2.
- () **For Name Change (If applicable)**
Submit original marriage certificate, divorce decree, or court order to reflect name change.
- () **Proof of Departure**
Provide a copy of your flight itinerary or copy of your airline ticket (with applicant's name). This is applicable for rush processing.
- () **Letter of Consent (If applicable)**
Applicant's age between 16 and 18 years old **MUST** have a written parental consent of the issue of a new passport.
- () **Declaration of Parents' Marriage**
This is applicable for first time applicants only. It must have original signature.
- () **Photocopy of Green Card or U.S. Visa or U.S. Passport**
Please do not send your actual green card, as we cannot guarantee its safety while it is in the consulate. If you have a visa to be in the U.S. in your passport, photocopy it and clip it to the outside of the passport.
- () **Photocopy of Valid ID**
Please provide a copy of your valid ID (front and back copy of your ID).
- () **Letter from a Professional**
This is applicable for first time applicants only. Provide a letter from a professional that personally knows you, stating he/she knows you and indicate the number of years. This must be on a business letterhead.

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Fees

- For adults 16 or over the UK Embassy fee for 32 page passport is **\$211.00** or **\$255.00** for 48 page passport (Form C1)
- For children under 16, the fee UK Embassy fee for the 32 page passport is **\$134.00** (Form C2)
- Service Fee for is **\$75.00** (8 to 10 weeks)
- Return mail fee is **\$25.00** for overnight delivery or **\$19.00** for 2-day delivery or **\$45.00** for Saturday delivery. We only accept company check, money order or credit card payment. **\$45.00 FedEx shipment to Canada.**

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Travel the World Service Order Form

Fill out the service order form indicating the processing time (e.g. rush or regular), mode of payment and where to send the passport back.

SEND PACKAGE TO:

TRAVEL THE WORLD VISAS, INC
1930 18th Street NW, Unit #1
Washington, DC 20009
Tel # 202-223-8822