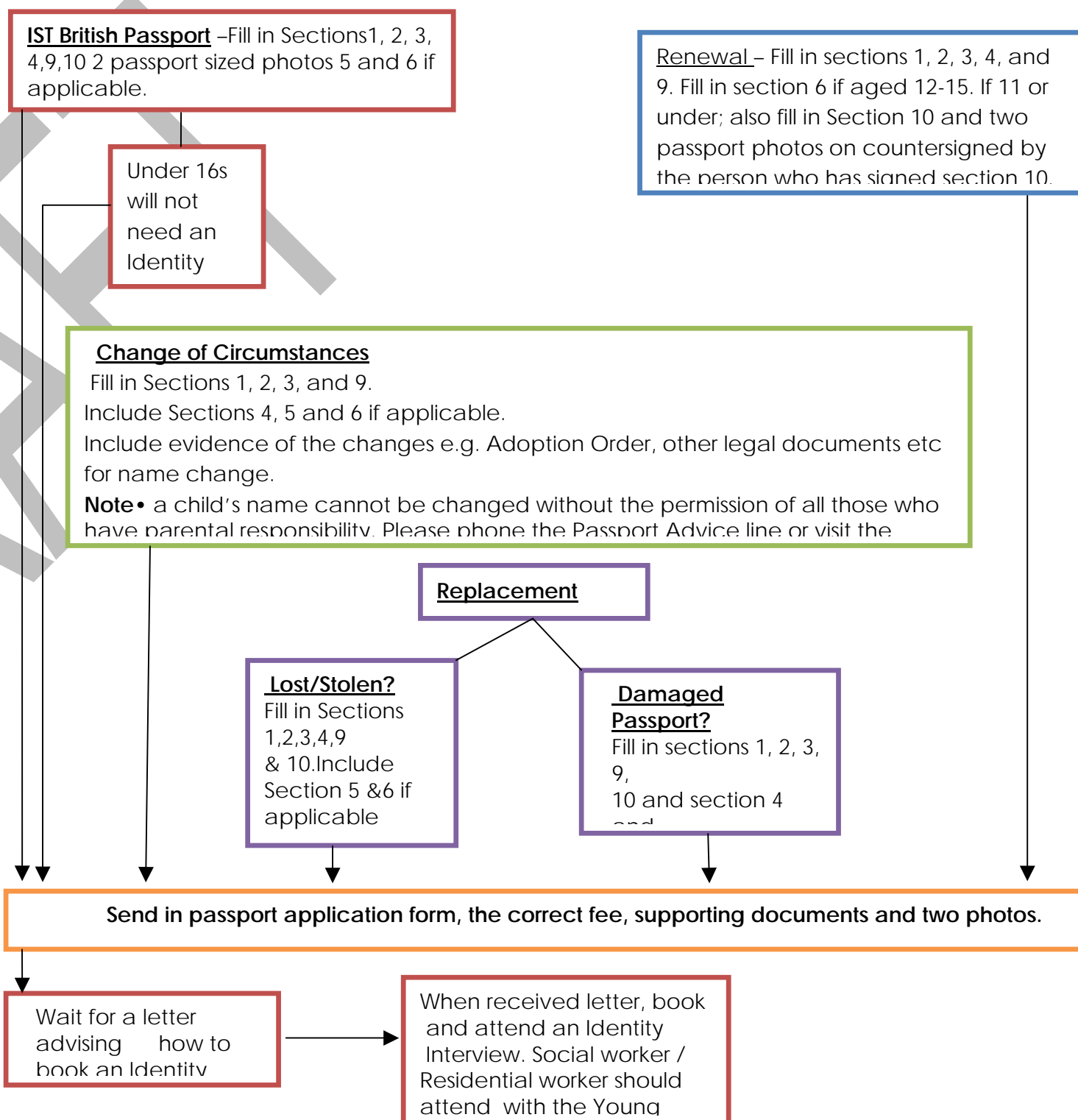


Appendix 1 PASSPORT APPLICATIONS –Flowchart and Checklist:

Before you start thousands of passport applications get rejected or delayed because of simple mistakes please take the time to read the guidelines- Home Office Identity and Passport Service – “ How to fill in your passport application form” copies are available when you collect the passport application.

Help and advice is also available on 08570 521 0410 or www.ips.gov.uk .



CHECKLIST

Application type	What you need to send	Check and send	Post	Premium	Fast Track
All applications	<ul style="list-style-type: none"> • Correctly filled-in passport application form; • Two recent passport photos; • The correct fee 				
	Plus you also need to send;				
First child Passport	<ul style="list-style-type: none"> • Correct supporting Documents; • one of two photos Certified by countersignature 	✓	✓	not available	✓
First Passport 12-15 years	<ul style="list-style-type: none"> • as above and child needs to sign section 6 	✓	✓	not available	✓
First Passport 16+	<ul style="list-style-type: none"> • as above and young person needs to sign sections 6 and 9 	✓	✓	not available	not available
Renewal of a Child Passport	<ul style="list-style-type: none"> • the child's current passport 	✓	✓	✓	✓
Replacement of lost, stolen, missing or damaged passport	<ul style="list-style-type: none"> • damaged passport(if this applies) • form LSo1(if this applies and not already sent in • one of the two photos must be certified by counter signatory 	✓	✓	not available	✓
Changes to a Passport e.g. change of name	<ul style="list-style-type: none"> • the correct supporting documents 	✓	✓	Only available for certain types of application	✓