



# British Overseas Territory passport application



**GET IT RIGHT**  
USE BLACK BIRO ONLY.

Please check the accompanying guidance to this form carefully.

Fill in this form in **CAPITAL LETTERS** and **black biro** only. Please write only within the white boxes. Your application may be delayed if you make a mistake, if you do not enclose the necessary documents or fee, or if you send photos that do not meet our guidance.

We will electronically scan and store the information you provide. Your passport will have a digital image of your photo and signature.

We will check the details you provide using information held by public and private sector organisations in order to determine whether to issue a passport. Those details may be used by Her Majesty's Passport Office to test our systems and to ensure the effective operation of passport services. We may also contact you to ask if you are satisfied with such services. We may pass information held on your passport and on related passport records to public and private sector organisations in the UK and outside the UK when you use your passport, obtain a service or when it is in the public interest to do so.

Further information can be found on our privacy statement at [www.gov.uk/hm-passport-office](http://www.gov.uk/hm-passport-office).

## SECTION 1

**GET IT RIGHT**  
This form is for British Overseas Territory Citizen applicants only

**What type of passport are you applying for?** Put a cross (X) in the relevant box.

<b>Renewal</b> of your passport (If you are an adult, see further information on section 1 of the guidance notes.)	Adult <input type="checkbox"/>	Child <input type="checkbox"/> (under 16)
Your <b>first</b> British Overseas Territory Citizen Passport	Adult <input type="checkbox"/>	Child <input type="checkbox"/> (under 16)
<b>Replacement</b> for a passport that is lost, damaged or stolen	Adult <input type="checkbox"/>	Child <input type="checkbox"/> (under 16)
<b>Extension</b> of a passport to full validity	Adult <input type="checkbox"/>	Child <input type="checkbox"/> (under 16)
<b>Changes</b> to your existing passport (the renewal fee applies)	New name <input type="checkbox"/>	New photo <input type="checkbox"/> Do not use <input type="checkbox"/>
Do not use		<input type="checkbox"/>
Do not use		<input type="checkbox"/>

## SECTION 2

**GET IT RIGHT**  
Please include your full address, including state or province, and post code where applicable. You should include the international code in the phone number boxes.  
We will contact you once your passport is ready for collection  
If there are any details that you are not able to fit in the boxes in section 2, use the boxes in section 8 to provide the information in full.

### Who is the passport for?

Cross (X) box Mr, Mrs, Miss, Ms, or write your title.

Mr  Mrs  Miss  Ms  or title

Surname

First and middle names

Maiden or all previous names (surname first)

Current address (house number, street name, town/city)

Country  Postcode

Date of birth (DD/MM/YYYY)  Gender Cross (X) the relevant box.  
Male  Female

Town of birth

Country of birth

Mobile phone number  Alternative phone number

E-mail address (You do not have to fill in your e-mail address in capital letters.)



**SECTION 5**

**Certificate of registration or naturalisation**

B0T/01/03

Has the person named in section 2 been granted a certificate of registration or naturalisation?

Cross (X) the box.

No

Yes  Give the date of issue here and details below.

Date DD/MM/YYYY

Certificate number

Place of issue

**SECTION 6**

**Children aged 12-15**

If the person named in section 2 is aged 12 to 15, they must sign and date this section

**GET IT RIGHT**

Please read the notes on applications for children. Section 9 must be signed by a person with parental responsibility for the child.

**Children's signature.**

Applications will only be valid if you:

- Sign the white signature box below using black biro
- Keep within these marks
- Put date in date box to the right

[ Signature box ]

Date DD/MM/YYYY

**SECTION 7**

**GET IT RIGHT**

This area is intentionally blank, please do not write in this area

**SECTION 8**

**More information**

If you need more space, please see the information on section 8 in the guidance notes at [www.gov.uk](http://www.gov.uk)

[ Multiple rows of empty boxes for additional information ]

Office use only

Notes

Type of passport

R  SE  SN  DO  DE  N  O  P  C

# SECTION 9

## GET IT RIGHT

If a parent or guardian is signing section 9, they must have parental responsibility and should give their relationship to the child. If the parents are not married, the father will not normally have parental responsibility. Please see the guidance notes for more details.

# SECTION 10

## GET IT RIGHT

The person acting as the countersignatory must sign section 10.

## GET IT RIGHT

Please enclose two photos taken in the last month that meet the photo guidance. On the back of only one photo, the countersignatory must write "I certify that this is a true likeness of..." giving the full name and title of the person named in section 2. The countersignatory must sign and date this endorsement.

## GET IT RIGHT

Please use the boxes at Section 8 to tell us which country's passport your countersignatory holds, and his or her email address.

## GET IT RIGHT

To avoid unnecessary delays, please do not use a label or stamp on this form.

# Declaration

This must be filled in by the person named in section 2. If under 16, their parent or guardian must fill this in instead. BOT / 01 / 04

It is a criminal offence to make a false statement to get a passport. If you have made a false statement on this form, you could be prosecuted and could go to prison. Our work includes checking that the countersignature in section 10 is genuine.

I declare that I am 16 years or over (or will be within two weeks) and that:

- 1 I will return a lost passport to a British Overseas Territories Passport Office if it comes into my possession;
- 2 I, or the person named in section 2 of this application (if different), am a British national and have not lost or given up my national status;
- 3 I have stated if the person named in section 2 was born of a surrogacy arrangement;
- 4 I do not owe any money to the British Overseas Territories Government for repatriation or similar relief;
- 5 this application does not break the terms of any court order to which I, and the person named in section 2 (if different) am subject;
- 6 as far as I know all the information I have given in this application is correct;
- 7 if the application is for a child, I have parental responsibility and I have enclosed any court orders that relate to the child's residence, contact or removal from the British Overseas Territory/ country of residence;
- 8 I, or the person named in section 2 of this application (if different), understand that by voluntarily applying for a British Overseas Territories Citizen passport, I may lose my citizenship of another country; and
- 9 I have read both the guidance notes and the caution above and fully understand the consequences of my actions in applying for a passport.

**Signature**  
 Before signing, please read the guidance booklet  
 Applications are only valid if you:  
 - Sign the white signature box below using black biro  
 - Keep within these  marks

Name, if signing on behalf of a child (title, first name and surname)

Relationship to child  Date DD/MM/YYYY

# Countersignatory

If a countersignature is needed, they must fill in this section after the rest of the form has been filled in.

**Caution** It is a criminal offence to make a false statement to help someone get a passport. Check the form properly before you fill in this section. If you have made any false statements on this form, or if you know that the person applying has made any false statements on this form, you could be prosecuted and could go to prison. Our work includes checking that your details are genuine. As a result, we may need to contact you. You should not sign this form if you are a relative of the person applying.

**IMPORTANT** If the application is for a child, you are confirming the identity of the adult signing in section 9. You must also be able to identify the child in order to certify the photograph.

Fill in the following in CAPITAL LETTERS and black biro. (cross (X) box Mr, Mrs, Miss, Ms, or write your title)

Mr  Mrs  Miss  Ms  or title

First and middle names

Surname

I confirm that I have known the person named in section 2, or in the case of a child, the adult filling in section 9 (insert their name)

for (insert years) as (please say how - for example, employer, colleague, friend and so on).  
 yrs

As far as I know, the information on this form is correct. I hold either a full current British, Irish, other EU, US, British Overseas Territory or Commonwealth passport (delete as appropriate). I have read the caution and I understand it.

Profession, professional qualifications or position in the community

Your employer's name and the address you work at (or your private address if this does not apply)

Postcode  Mobile phone number

Current passport number  Alternative phone number

Date DD/MM/YYYY

By countersigning this application you agree to us checking passport records to confirm your countersignature

Countersignatures will only be valid if you:  
 - Sign the white signature box using black biro  
 - Keep within these  marks  
 - Put date in date box to the left