Please read the following Notes to help you complete the application form

Form BNO-B

Notes

British National (Overseas) Passport

Application for a British National (Overseas) Passport for a child under 16 years

Please keep these Notes until you receive the passport

Note 1
To help you complete Section 1
Fill in the child’s travel date at Section 1. Remember that the Passport Issuing Office needs at least 4 weeks to deal with your application (see Notes 10 and 4).

Note 2
To help you complete Section 4
You should fill in Section 4 if the child’s previous passport has been lost or is not available. Please give as much information as you can. A replacement passport can be issued only after full enquiries.

Note 3
To help you complete Section 6
Section 6 should be filled in and signed by one of the parents consenting to the issue of a passport. If the parents have not been married to each other, consent should be given by the mother. If for any reason a parent is not available to complete and sign the form this may be done by the adult responsible for the child and the written consent of a parent or a letter explaining the guardianship should be sent with the application. If you are unable to write you should use your left thumb print instead of a signature. The thumb print should be 45mm by 35mm (1.77 inches by 1.38 inches). They should be printed on normal thin photographic paper and be unmounted.

Note 4
CONFIRMATION OF IDENTITY
After you have completed the form up to Section 6, Section 7 should be completed and signed by a Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (for example, Doctor, Engineer, Lawyer, Teacher), Bank Officer, Established Civil Servant, Police Officer or a person of similar standing who has known you personally for at least two years and who is a Commonwealth citizen (i.e. British citizen, British Dependent Territories citizen, British National (Overseas), British Overseas citizen, British Subject or citizen of a Commonwealth country). If you do not know a British citizen or other Commonwealth citizen locally with these qualifications, Section 7 may be completed and signed by a citizen of the country in which you are resident, provided that he/she has a similar standing in that country and the Consul considers his/her signature to be acceptable. A relative should not countersign. See also Note 6.

Official procedures include a check to confirm that the countersignature is genuine. In certain cases you may be asked to produce further documentary evidence of identity.

Note 5
To help you complete Section 5
If you wish to give the Passport Office any extra information this can be given at Section 5 or on a separate sheet of paper.

Note 6
PHOTOGRAPHS
Please send two identical copies of a recent photograph of the child. The photographs should be colour, taken full face, without a hat and with a white background. The size should be 45mm by 35mm (1.77 inches by 1.38 inches). They should be printed on normal thin photographic paper and be unmounted.

The person who countersigns your application (see Note 4) should also write on the back of ONE photograph the words “I certify that this is a true likeness of ……” giving the child’s full name and adding his/her signature and the date the likeness was compared.

Note 7
DOCUMENTS TO BE PRODUCED
Photographic copies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes.

Please produce the child’s Hong Kong permanent identity card if he/she has one.

Note 8
Documents needed if the child’s name has been changed.

If the child’s name has been changed (otherwise than by adoption), you must send

Documentary evidence that the child’s name has been changed for Parliament purposes (e.g. deed poll, statutory declaration).

Note 9
FEES
All passport fees are payable in local currency at the time of application.

Note 10
Information about how to send your application
It will take about four weeks to process an application for a BN(O) passport if the child does not already have a Hong Kong permanent identity card (see Note 12). If the child already has a Hong Kong permanent identity card it should take significantly less time.

When posting the application enclose the child’s passport and any necessary documents. Write your name and address on the back of the envelope, and keep a note of the exact date of posting.

Taking your application to a Passport Issuing Office may mean queuing and does not guarantee priority treatment.

If the child needs to travel urgently in cases of grave emergency (eg death or serious illness) contact the office to which the application was sent for advice.

Note 11
Information on making enquiries about your passport application
If possible, you should send your application at least 4 weeks before the passport is needed (see Note 10). Please do not make enquiries if you do not receive it within this period. However, if an emergency arises, you should get in touch with the Office to which the application was sent and give the following information:

the child’s full name;
The child’s place and date of birth;
how the application was lodged, for example by post stating the exact date of posting; OR personally at the Office, stating the date of your receipt and its reference number in full.

Note 12
Hong Kong permanent identity card.

All British National (Overseas) Passport holders should have a Hong Kong permanent identity card, which states that the holder has the right of abode in Hong Kong. This enables the Passport Officer to enter the following endorsement on the passport: “The holder of this passport has a Hong Kong permanent identity card number ………………… which states that the holder has the right of abode in Hong Kong”.

Hong Kong permanent identity cards are issued in Hong Kong and applications should be made on form ROP94A (for persons under 18), which is obtainable from all passport issuing offices. These applications should be returned to the passport issuing office together with your application for a BN(O) passport.

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