

## **UK Passport Service**

Many countries require a minimum of up to 6 months validity on your passport. If your passport does not comply, or if you simply want a new one, we can renew it for you. We can also apply for a second passport for people who can demonstrate a valid need: eg they are regular travellers, who may need to travel while their existing passport is in a consulate awaiting a visa.

### **Renewal of passport**

#### We need:

Completed application form – obtainable from post offices or ourselves

Two passport photos

Current passport

Letter of authorisation for us to apply on your behalf

For the Same Day service, letter of authorisation to collect the passport

The letters must authorise our individual courier by name. Please contact us for templates.

### **Second passport**

#### We need:

As for renewal, plus evidence of the genuine need for a second passport. This would usually be a letter from the applicant's employer

### **Replacing a lost, stolen or damaged passport**

#### We need:

Lost or stolen: as for renewal, plus form LS01, Lost or Stolen notification, available from post offices or ourselves

Damaged: as for renewal

The Same Day service is not available for replacing lost, stolen or damaged passports.

### **Children:** (under 16)

We will also need a letter of authorisation from the parents. Please contact us for a template.

**Costs:**

| <b>Service</b>              | <b>Passport Office Fee</b> |         | <b>Handling Fee</b> |
|-----------------------------|----------------------------|---------|---------------------|
|                             | Standard                   | Jumbo   |                     |
| Same Day "Premium" Adult    | £129.50                    | £138.50 | £65.00 + £11.38 VAT |
| One Week "Fast Track" Adult | £112.50                    | £120.50 | £45.00 + £7.88 VAT  |
| Same Day "Premium" Child    | £109.50                    |         | £65.00 + £11.38 VAT |
| One Week "Fast Track" Child | £96.50                     |         | £45.00 + £7.88 VAT  |

Standard passports are 32 pages, "Jumbo" 48 page ones are available for adults only.

The Passport Office operates an appointments system, and the time-scales above will start from the date of the appointment. We are often able to make an appointment within 24 hours, but it will take longer during busy holiday periods.