

Applying for a First British Passport (16+)

Checklist for Requirements

Please send the following to [GulfVisa's address](#):

- Completed original UK passport application form that you can get from the local post office.**
 - Use **only** black ballpoint pens, writing in **capital** letters and with **no** correction fluid.
 - Sections to fill out:
 - Fill out sections 1, 2, 3, 4, 5, 9 and 10.
 - Note: for **section 1** choose option 'First British passport'. For **section 2** your address must be in the UK. **Section 10** should be done by the person who will countersign one of your passport photos - see next requirement.

- Two identical passport photos.**
 - Go to **page 2** of this pack to see guidelines on this. It is advised to take the pictures in a professional photo shop.
 - **One** of your passport photos **must be countersigned** on the back. If both photos are countersigned, your application will be **rejected**.
 - The countersignatory must write on the back of one photo '**I certify this is a true likeness of...**' giving the **full name** and **title** of the passport applicant. The countersignatory must also **sign and date** this photo.
 - The countersignatory must be a professionally qualified person who has known you for at least 2 years and holds either an Irish or British passport holder with a UK address; they must also complete **section 10** of your UK passport application form Please see **pages 2/3** of this pack for more details.

- Original Birth Certificate showing the mother and father's names.**

- A letter on blank white paper addressed to the passport office, authorizing Gulfvisa to apply on your child's behalf**
 - You **must** use the template available on **page 4** of this pack for this.

- If you hold a passport from another country you must submit this original passport.**

Once completed, please follow [STEPS 2 and 3 on the GulfVisa website page](#).

Address: GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

Good and bad examples of printed photos



More information on the countersignatory:

- They must have known you personally for at least 2 years (for example, a friend, neighbour or colleague).
- They must work in (or be retired from) a recognised profession.
- They must be 'a person of good standing in their community'.
- **They can't be someone who lives at your address.**
- **They can't be related to you.**

Recognised professions examples:

- accountant
- airline pilot
- articled clerk of a limited company
- assurance agent of recognised company
- bank or building society official
- barrister
- chairman or director of a limited company
- chiropodist

- commissioner for oaths
- councillor, for example local or county
- civil servant (permanent)
- dentist
- director, manager or personnel officer of a VAT-registered company
- engineer with professional qualifications
- financial services intermediary, for example a stockbroker or insurance broker
- fire service official
- funeral director
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- licensee of a public house
- local government officer
- manager or personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion (including Christian Science)
- nurse (RGN or RMN)
- officer of the armed services
- optician
- paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- person with honours, for example an OBE or MBE
- pharmacist
- photographer (professional)
- police officer
- Post Office official
- president or secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher or lecturer
- trade union officer
- travel agent (qualified)
- valuer or auctioneer (fellow or associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers

HM Passport Office
Globe House
89 Eccleston Square
London
SW1V 1PN

Date: {....}

Letter of Authorization

Dear Sir / Madam,

I, **{{Your Name as in your passport}}**, born on **{{ date of birth}}** give my permission to Ali Saadeldin Farah, Ahmed Zibara and Soufyan Abbas to lodge my UK passport application and collect my new passport on my behalf once processed.

Yours Sincerely

{{ Applicant's Signature as in your passport }}

{{ Applicant's Full Name as in your UK passport }}