

Important: This is an unofficial summary for informational purposes only. For the official application and latest fees, always visit www.gov.uk/apply-renew-passport

HOW TO APPLY FOR A UK PASSPORT

A simple step-by-step guide for first-time applications and renewals.

01 — Make Sure You Can Apply

You must be a British national to apply for a UK passport. Most applicants will need proof of identity and nationality.

You may need:

- A birth or adoption certificate
- Proof of British citizenship
- A previous passport (if renewing)

02 — Gather Your Documents

Before starting your application, collect all required documents.

Common documents include:

- Birth certificate
- Current or expired passport
- Photo ID
- Name-change documents (if applicable)

Make sure all information is accurate and consistent across documents.

03 — Take a Passport Photo

Your photo must meet UK passport photo rules.

The photo should:

- Be clear and in focus
- Have a plain, light background
- Show a neutral expression

- Be recent and unedited

You can use:

- A photo booth
- A pharmacy or shop photo service
- An online passport photo tool

04 — Complete the Application

You can apply:

- Online through the official GOV.UK website
- Using a paper form from the Post Office

Always use the official government website:

www.gov.uk/apply-renew-passport (or search “apply for passport” on GOV.UK).

Online applications are usually faster and cheaper than paper applications. Double-check all details before submitting.

05 — Confirm Your Identity (If Needed)

Some applications require a countersignature.

This is usually needed for:

- First-time adult passports
- Child passport applications
- Major appearance changes

The person confirming your identity must meet UK Passport Office requirements.

06 — Pay the Application Fee

Passport fees depend on:

- Applicant age
- Passport type
- Online or paper application

Payment is normally made during the application process.

07 — Send Your Documents

You may need to post original documents to the Passport Office.

- Use secure, trackable postage
- Keep your tracking number safe
- Do not send photocopies unless requested

08 — Wait for Processing

Processing times vary throughout the year.

Applications may take longer during busy periods or if extra checks are required. You can track your application online once submitted.

QUICK TIPS

✓ Apply early before any planned travel ✓ Check all names and dates carefully ✓ Use a compliant passport photo ✓ Keep copies of important documents ✓ Read all instructions before posting anything

This guide is for informational purposes only and is not affiliated with the UK Government or GOV.UK. Requirements, fees, and processing times may change. Always check official guidance before applying.