

Form BNO-A Notes

British National (Overseas) Passport

**Application for a British National
(Overseas) Passport**
**Please keep these Notes until you
receive the passport**

Note 1

To help you complete Section 1
Fill in your travel date at Section 1. Remember that the Passport Issuing Office needs *at least 4 weeks* to deal with your application (see Notes 11 and 12).

Note 2

To help you complete Section 2
This section must be filled in by all applicants.
For the recording of professional or other titles, see Note 13.

If you are getting married and want to travel abroad in your new married name immediately after your wedding you should get leaflet PD1 and Form PD2 for the issue of a post-dated passport in your future married name.

Note 3

To help you complete Section 4
You should fill in details of the previous passport which has been lost or is not available. Please give as much information as you can (if your passport has been stolen a police report must be obtained). A replacement passport can be issued only after full enquiries.

Note 4

To help you complete Section 6
A parent should complete this section consenting to the issue of a passport if the child is under 18 years of age, except where the applicant is married (in which case the marriage certificate should be produced) or is enlisted in HM Forces.

Note 5

To help you complete Section 7
Section 7 must be filled in and signed by all applicants.
If you are unable to write you should use your left thumb print instead of a signature. The thumb print should be witnessed by the person who completes Section 8 of the form. If you are unable to write because of a physical or mental disability a declaration by the person responsible for your welfare (e.g. parent or doctor) may be accepted. In these circumstances the signatory should explain in Section 5 that the applicant is disabled and that he/she as parent, doctor, etc has signed on the applicant's behalf.

Note 6

CONFIRMATION OF IDENTITY

After you have completed the form up to Section 7, Section 8 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 8 may be completed and signed by a citizen of the country in which you are residing, provided 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 8.

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 7

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 8

PHOTOGRAPHS

Please send two identical copies of a recent photograph of yourself.

The photographs should be taken in colour, 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 6) should also write on the back of ONE photograph the words "I certify that this is a true likeness of Mr, Mrs, Miss, Ms or title", giving your full name and adding his/her signature and the date the likeness was compared.

Note 9

DOCUMENTS TO BE PRODUCED

Photographic copies of birth, marriage or naturalisation certificates or registration documents are NOT acceptable for passport purposes.

Documents are not normally needed if you are applying to renew a standard British Passport and all the details are the same. However, if details have changed i.e. change of name by deed poll, on marriage or a divorced woman wishing to revert to her maiden name the original marriage certificate, deed poll or divorce document must be produced.

Note 10

FEES

All fees are payable in local currency and at the time of the application.

Note 11

Information about how to send your application

It will take about four weeks to process an application for a BN(O) passport if you do not already have a Hong Kong permanent identity card (see Note 14). If you already have a Hong Kong permanent identity card it should take significantly less time.

When posting the application enclose your 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 you need 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 12

Information on making enquires about your passport application

If possible, you should send your application at *least 4 weeks* before the passport is needed. 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.

your full name;

your 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 13

Please enter in Section 5 any professional or other title by which you wish to be described in your passport.

Note 14

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 in your 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. Application for a Hong Kong permanent identity card should be made on form ROP93A (for persons aged 18 or over) or on form ROP94A (for persons under 18), which are 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.