



## **CHANGES TO BRITISH PASSPORT SERVICES IN SOUTH AFRICA**

We are making important changes to the way we deliver British passports. From 28 October 2013, you should submit passport applications to Her Majesty's Passport Office in the UK for processing. All the information needed to complete the passport application process, is available on the GOV.UK website at:  
<https://www.gov.uk/overseas-passports>.

If you cannot find the information you need on the GOV.UK website, please contact the Passport Advice line on +44 300 222 0000.

You should avoid leaving applying for your passport until the last minute. You can apply to renew your passport at any time. Any remaining validity up to nine months will be transferred from your old passport to your new one.

If you are renewing your passport, you should allow at least four weeks from the date the fee is taken and all the correct documentation has been received. If you are applying for the first time or you are replacing a lost or stolen passport, you should allow at least six weeks. Your application may take longer if HM Passport Office needs to request further information.

You should not book travel until you have received your new passport. The British Government cannot accept responsibility for costs incurred if travel is booked and subsequently cancelled before the passport has been received.

You will receive your new passport and supporting documents separately.

## **NATIONALITY ENQUIRIES**

The Home Office is the lead government department on nationality matters. If you have an enquiry about eligibility for British citizenship or nationality, information can be found at: <https://www.gov.uk/british-passport-eligibility>.

## **URGENT TRAVEL**

If you need to travel urgently but your normal passport is not available, you should contact the Consular Assistance team at your nearest British diplomatic mission  
<https://www.gov.uk/government/world/south-africa>; In certain circumstances our staff

Please note : Exclusive Global Visas are not obliged to obtain visas or any documentation related thereto on behalf of the applicant or any company representative. The service offered by Exclusive Global Visas is purely that of a visa courier service. Any discrepancies should be directed to the High Commission, Consulate or Embassy concerned.

All visa and courier fees are the responsibility of the applicant or company representative irrespective of the outcome of the visa application. Any fees charged are non-refundable. Application fees are paid in advance.

Service/Courier fee charges are payable regardless of the outcome of the application once the application has been collected from the said offices. IMPORTANT : The onus is on the applicant to read and check the details on the visa : Country of validity, number of entries, passport number, period of validity, duration of stay, name and surname.



may be able to issue an Emergency Travel Document but this is not a substitute for a full UK passport.

### **NOTE :**

Previous passport must be submitted unless reported lost or stolen. (Police affidavit required and lost passport form also required.) Please follow the below link to report it lost, attached is the breakdown on how to apply for a new one after you have the lost passport case number...

<https://www.gov.uk/report-a-lost-or-stolen-passport>

- Courier fee to the UK and Exclusive global visas fee is payable separately – to Exclusive Global Visas

<b><u>REQUIREMENTS</u></b>	<b><u>✓</u></b>
Expired passport (for a renewal)	
One application form, completed online, <a href="https://passportapplication.service.gov.uk/ips-olc/">https://passportapplication.service.gov.uk/ips-olc/</a> & one credit card payment form. Please note that ALL details must be filled in on the application form, even for a renewal (eg, mother and fathers details or naturalization details)	
Two recent <b>COLOUR</b> passport size photo's, NO FACIAL EXPRESSION (i.e. No smiling, no open mouth) and no glasses (if applicable). One of the photo's must be countersigned at the back by the same person that countersigned the application form, with the following statement: "I certify that this is a true likeness of (name)" signed and dated. (A family member cannot sign)	
Copy of SA ID Book is required (or SA Passport)	
Proof of residency in South Africa is required (eg. Water and lights account, employers letter confirming home address)	
Unless the previous passport has been expired for 10 years or more, in general only the applicants' old passport needs to be submitted with the forms and photo's	

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**BRITISH PASSPORT**



<b><u>First time applicants must submit :</u></b>	<b><u>✓</u></b>
Original full (unabridged) birth certificate, if the certificate was issued more than a year after birth, a copy of the VAULT birth certificate (If born in SA) is required.	
First time applicants who have changed their name by marriage must provide an original full unabridged marriage certificate showing their name change.	
Copy of SA I.D Book or passport.	
Parent's original full (unabridged) marriage certificate.	
Father's/Mother's original UK birth certificate.	
Grandmother/Grandfathers original UK birth certificate AND marriage certificate if claiming passport by double decent.	
Registration or Naturalization certificate if nationality was acquired this way	

<b><u>PROCESSING TIME :</u></b>
6-8 weeks (the passport is couriered to the applicants home address)

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