

Travel Document Systems, Inc.

REQUEST FOR U.K. PASSPORT PROCESSING

This form is for TDS use only, to advise us which service you are requesting, when you depart on your trip, and the address the completed documents should be returned to. Please include this form with your passport application documents. **Please Note - This is an Order Form (or transmittal form).**

FULL NAME OF APPLICANT(S): _____

SERVICE REQUESTED: (Circle Applicable Items)

PASSPORT EXPEDITING:

New Issue U.K. Passport Renewal U.K.. Passport Renewal Minors Passport

YOUR EARLIEST PLANNED DEPARTURE DATE FROM THE USA (Important): _____

EMAIL ADDRESS: _____

RETURN COMPLETED DOCUMENTS TO ADDRESS BELOW (Must be serviced by FEDEX CORP):

Name _____
Company _____
Address _____
City, State, Zip _____

DAYTIME TELEPHONE NUMBERS: (_____) _____ Cell (_____) _____

RETURN BY: FEDEX Overnight -- FEDEX (Saturday Delivery)

PAYMENT BY CREDIT CARDS: We accept only American Express, Visa, MasterCard, and Discover.

Credit Card: Amex Visa MasterCard Discover

Card Number: _____ Expiration Date: _____

Card Holder: _____ Security Code _____

I hereby authorize Travel Document Systems, Inc. to charge the amount due _____ to my credit card:

Signature

Date

Travel Document Systems, Inc - 925 Fifteenth Street NW, Suite 300, Washington, D.C. 20005



TDS CHECKLIST FOR BRITISH PASSPORT RENEWAL AGE 16 AND OVER

One Application form for United Kingdom Passport (form C1) completed and signed in BLUE INK.

Three Passport Authorization Letters completed and signed with original signatures in BLUE INK.

TDS Cover Page/Credit Card Authorization form.

Two recent 2x2 full-faced color photographs with a light, plain background taken less than 1 month ago. Click link below to read photograph guidelines One of the photographs must be countersigned by the person who countersigned the application. Applicants relatives and notary public will not be accepted as counter signatory.

<http://www.ips.gov.uk/passport/apply-photos-standards.asp>

Original proof of British citizenship (expired/expiring UK passport, or full long form UK birth certificate issued within 3 months from time of birth.

Copy of Flight itinerary required for processing time less than two weeks.

Proof of U.S status, i.e copy of U.S. permanent resident card, or valid U.S. visa, or U.S. passport.

Form LS01 if you cannot submit your most recent British passport.

If applicable, original marriage certificate, divorce decree, or court ordered name change.

Letter of consent - applicants aged between 16 and 18 must have written parental consent for the issue of a new British passport.

Form C1

- Initials are required on page 1-3 of the form.
- Question 10 on page 4 must be completed and countersigned
- Applicants who were born outside the United Kingdom must complete question 2 on page 2 of form C1.