

Form BNO-B Notes

British National (Overseas) Passport

Application for a British National (Overseas) Passport for a child under 16 years

Please keep these Notes until you
receive the passport

Note 1

To help you complete Section 1
Fill in the child's travel date at Section 1. Remember
that the Passport Issuing Office needs *at least 4
weeks* to deal with your application (see Notes 10
and 4).

Note 2

To help you complete Section 4
You should fill in Section 4 if the child's previous
passport has been lost or is not available. Please
give as much information as you can. A replacement
passport can be issued only after full enquiries.

Note 3

To help you complete Section 6
Section 6 should be filled in and signed by one of
the parents consenting to the issue of a passport.
If the parents have not been married to each other,
consent should be given by the mother. If for any
reason a parent is not available to complete and
sign the form this may be done by the adult
responsible for the child and the written consent of
a parent or a letter explaining the guardianship
should be sent with the application.

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 7 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 4

CONFIRMATION OF IDENTITY

After you have completed the form up to Section 6,
Section 7 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 7
may be completed and signed by a citizen of the
country in which you are residing, provided that
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 6.

**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 5

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 6

PHOTOGRAPHS

Please send two identical copies of a recent
photograph of the child.

The photographs should be colour, taken 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 4) should also write on the back of ONE
photograph the words "I certify that this is a true
likeness of" giving the child's full name and
adding his/her signature and the date the likeness
was compared.

Note 7

DOCUMENTS TO BE PRODUCED

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

Please produce the child's Hong Kong permanent
identity card if he/she has one.

Note 8

**Documents needed if the child's name has
been changed.**

*If the child's name has been changed (otherwise
than by adoption), you must send*

Documentary evidence that the child's name has
been changed for all purposes (e.g. deed poll,
statutory declaration).

Note 9

FEES

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

Note 10

Information about how to send your application

It will take about four weeks to process an
application for a BN(O) passport if the child does
not already have a Hong Kong permanent identity
card (see Note 12). If the child already has a Hong
Kong permanent identity card it should take
significantly less time.

When posting the application enclose the child's
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 the child needs 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 11

*Information on making enquires about your
passport application*

If possible, you should send your application at
least 4 weeks before the passport is needed (see
Note 10).

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.

the child's full name;

the child's 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 12

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 on the 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 and applications should be made on
form ROP94A (for persons under 18), which is
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.