

Grid for Lost or Stolen Reference

Grid for Application number

Lost or Stolen Passport Notification

Use this form to report the loss or theft of a passport. Please write only within the white boxes.
IMPORTANT: Completing this form will not provide you with a replacement passport. To replace your passport you will need to submit this form, a passport application form, supporting documents and fee.

A replacement passport will not be issued if this form has not been completed correctly. As applications to replace lost or stolen passports require additional checks please note **you cannot replace a lost or stolen passport using the Premium service.** Please call our Passport Adviceline on **0870 521 0410** or visit our website at **www.ips.gov.uk** for further information.
Help safeguard your identity by returning this form without delay.

Please fill in all sections that apply to you
Please complete in CAPITAL LETTERS and BLACK INK only.

01

Details of the lost/stolen passport

Title

Surname on passport

Forename(s) on passport

Date of birth
D D M M Y Y Y Y

Town of birth

Country of birth

Passport number

Was the passport issued in the UK?
Yes No

Date of issue
D D M M Y Y Y Y

Lost Stolen Other

If Other please supply details

Indicate by crossing either the Lost, Stolen or Other box.

02

Current details - only fill in if different to Section 01

Current title

Current surname

Current forename(s)

03

Details of where and when lost/stolen passport last seen

Date of loss/theft
D D M M Y Y Y Y

Place of loss/theft (e.g. name of airport or name and town of hotel)

Country of loss/theft

Postcode of loss/theft

Circumstances of loss/theft

04

Police Report

The police must be notified of passport theft in the UK. Passports stolen abroad must be reported to local police of that country.

Has the theft been reported to the police? Yes No

Date reported to police
D D M M Y Y Y Y

If it has been reported to the police then fill in the details below

Police station
Police report number

05

Name of person reporting the loss/theft.

Complete this section only if you are not the passport holder.

A person with parental responsibility must complete Section 05 if the passport holder is aged under 16 (this form should not be used where there is a parental dispute over the possession of a child's passport). If you are completing this form on behalf of an adult passport holder please enclose a covering letter explaining clearly why the passport holder cannot complete this form him/herself.

Title
Surname
Forename(s)
Relationship to passport holder
Present address (house number, street name, town)

06

Contact details of person reporting the loss/theft.

Complete this section only if this form is not accompanying an application for a replacement passport.

Country
Postcode
Daytime telephone number
Evening telephone number
Mobile telephone number
E-mail address

07

Declaration

Note all unsigned forms will be returned

I understand that completing and returning this form will result in the related passport being cancelled, that it may never be used again and, if subsequently found, it should be returned to the Identity and Passport Service (IPS) immediately. I also understand that I will need to make a separate application on a passport application form if I wish to replace the passport declared lost or stolen.

The information on this form is true to the best of my knowledge and belief and I understand that I shall be liable to prosecution and could face a prison sentence if I include anything that I know to be false or do not believe to be true.

I also understand that the IPS holds and uses data for purposes notified to the Information Commissioner under the Data Protection Act 1998 (which may be consulted at www.informationcommissioner.gov.uk). Information about the lost or stolen passport may be shared with appropriate public and private sector authorities who can assist in locating and recovering the missing passport.

Print name here

Signature (sign within box)

Date
D D M M Y Y Y Y

Enclose this form with your passport application form. If this form is not accompanying an application form for a replacement passport please send to: PO Box 654, Peterborough PE1 1WP. If outside the mainland UK this form should be sent to the nearest British Embassy or High Commission Consular Section, British Consulate or Passport Issuing Office.

Failure to keep your signature within the border will invalidate the form.

Remember to enter the date of signing in the box provided

Office Use Only

This section should be completed by the submitting authority.

Source Authority (This is the unique code that represents the authority and how they report, e.g. 'FCOC' for FCO Compass).
LSR Submission Post (The specific post or office within the submitting organisation making the report).
Source Authority Source System Reference (The unique system reference ID for the LS report).
Source Contact Details (The Contact name or telephone number where report is made).

DATE STAMP

[Empty box for date stamp]