

PLEASE READ THE FOLLOWING NOTES TO HELP YOU COMPLETE THE APPLICATION FORM

Form BOT-A Notes

Note 1

To help you complete Section 1
Fill in your travel date at Section 1. Remember that the Passport Issuing Office needs 8 working days to deal with your application see (Note 10.)

Note 2

To help you complete Section 2
This section must be filled in by all applicants.

Note 3

To help you complete Section 3
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. A replacement passport can be issued only after full enquires.

Note 4

To help you complete Section 9
Section 9 must be filled in and signed by all applicants. 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 8 that the applicant is disabled and that he/she as parent, doctor, etc has signed on the applicant's behalf

Note 5

CONFIRMATION OF IDENTITY

After you have completed the form up to Section 9, Section 10 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. If you do not know a British citizen or other Commonwealth citizen locally with these qualifications Section 10 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 Department of Immigration considers his/her signature to be acceptable. A relative should not countersign. See also Note 7. **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 6

To help you complete Section 8
If you wish to give the Passport Office any extra information this can be given at section 8 or on a separate sheet of paper.

Note 7

PHOTOGRAPHS

Photo standards are very important. More applications are delayed because of incorrect photos than for any other reason. Please see the Identity and Passport Service Guidance for full details;
<https://www.gov.uk/photos-for-passports>
Please send two identical copies of a photograph of yourself taken within the last month.

Note 8

DOCUMENTS TO BE PRODUCED

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

Note 9

FEES

Please note fees are not refundable. The fee for applying for a British Overseas Territory (Bermuda) passport is set in Bermuda dollars and payable at the time of applying.

Note 10

How to submit your application
Do not make travel plans until your passport has been returned to you. Once you have completed and signed the form, please refer to the checklist on the back of the form. You may apply for a renewal of your passport up to 9 months in advance of your application, without losing any validity. For example if you apply for a passport in January, but your passport is not due to expire until September, we can add the additional 9 month onto your new passport, making your new passport valid for 10 years and 9 months. You can apply earlier than 9 months in advance of the expiry of your passport, but we will not be able to add any further validity to your new passport.