



## Before you start

- Don't apply until you have **all** the documents you need to send to us to support [your application](#)
- If we have to write to you for missing documents you'll need to send them to us within 6 weeks. If you don't we will cancel your application and you won't get a refund

### Documents you will need:

- 2 identical photos taken within the last month
- Your original BNO passport (except if it was lost or stolen). Photocopies are not acceptable
- A colour photocopy of both sides of your Hong Kong Permanent Identity Card
- If you are a dual national, a colour photocopy of your non-British passport, for example your Hong Kong SAR passport **and**
- **One** document as evidence of name and address and/or residency dated within the last year

### What type of document can I provide as evidence of name and address / residency?

- Visa or resident permit (or colour photocopy)
- Tax record eg a letter from a tax authority
- Educational record eg school report
- Employment record eg official letter from your employer
- Letter sent to you from a central, regional or local government department (For example your demand for rates letter from the rating and valuation department)
- Baptismal or naming certificate
- Medical/health card
- Voter's card
- Parents' death certificates if applicable
- Immigration documents
- A letter from your bank / building society

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## How to apply

- You must apply and pay online, go to: [www.gov.uk/overseas-passports/y/hong-kong](http://www.gov.uk/overseas-passports/y/hong-kong)
- After you have entered your details and paid online, you'll have to print and sign a declaration form, and send it to us with your supporting documents and photos
- There are **three stages** to your online passport application (go to the next page for details)



## Stage 1 – Create and Check

- Create your application by telling us:
  - the type of passport you want,
  - personal details (name, date of birth and contact details) and your BNO passport number
  - details of any non-British passports that you hold
- You will be able to check and edit your application before paying

## Which application type applies to me?

- **Renewal** – if you have an existing, undamaged BNO passport, and your name and British national status have not changed
- **Changes to your current passport** – if you have [changed your name](#), you want to change the photo or if there is a change to your British national status
- **Lost or stolen passport replacement** – if you are applying to replace a BNO passport that has been lost or stolen
- **Damaged passport replacement** – If you have damaged your existing passport and you are applying to replace it
- **Extension of a passport to full validity** – if your last passport was issued for one year or less, and you are applying to extend it

## Stage 2 – Pay and Print

- We will show you the total amount that you need to pay, and you will need to enter your card details
- After you have submitted your application details and paid online, you will have to print a declaration form and other guidance. You can save the form and print it elsewhere

## What cards can I use to pay online?

- MasterCard, Visa, Visa Electron, Visa Debit or Maestro (UK Domestic) card
- Maestro (International) cards **aren't** accepted

## Stage 3 – Sign and Send

- The guidance pack will tell you:
  - the address in the UK to send the declaration form
  - what documents you must include
  - whether or not you require a countersignatory and
  - what kind of photos are acceptable. (Please do not forward photographs of your countersigner)

## How long do I have to send the declaration form to you?

- If we don't receive your signed declaration form and supporting documents within 90 days, your application will be withdrawn and you won't get a refund

## I've noticed a mistake in my application after payment, what should I do?

- Provide the details in a signed and dated covering letter with your declaration form and supporting documents

## How will I get my new passport and supporting documents?

- Your new passport and supporting documents will be sent to you separately (in two separate packages). The supporting documents may take slightly longer to be delivered to you. The supporting documents package will include your old passport