

Applying for a Anguilla British Overseas Territory Passport

Helping you fill in the
application form

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Things you need to know

✔ Get it right

- This guidance is for British Overseas Territory applicants using the BOT application form.
- Do not use staples, paperclips or glue on either the application or the photographs
- Don't book travel or visas until you have your passport.
- We cannot accept responsibility for travel you book before it arrives. We do our best, but cannot guarantee to return your passport within a certain time.
- If you want to check progress with your application, please leave at least 4 weeks from when you submitted your application before contacting us.
- Provide an email address and contact telephone number so that we can contact you quickly if we need extra information to help us process your application.
- If there are any details that you are not able to fit in the boxes on the application form, use the boxes in section 8 of the form to provide the information in full.

When can I renew my passport?

You can renew your passport whenever you want. You do not have to wait for it to run out.

Some of the boxes are small, can I write outside them?

No. See the example below

First and middle names

J	O	H	N	J	A	M	E	S				
---	---	---	---	---	---	---	---	---	--	--	--	--

Signature - (keep within the border)


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I've made a mistake on the form, what should I do?

Cross out any mistakes. Do not use correction fluid. If you make more than three mistakes on any line or do not provide a clear signature in section 9, you will need to fill in a new form.

Do I need to provide photos?

Yes, two photos. If your photos don't meet our guidelines your passport will be delayed. See the guidance at www.gov.ai for more advice.

Do all applications need a countersignatory?

No.

How to fill in each section of your application form

Section I: What type of passport are you applying for?

✔ Get it right

- If you have previously held a Territory passport as an adult or child that was issued for five or ten years, it isn't damaged and you don't need to change any personal details, you need to apply for a renewal.
- You can't renew an expired 'old black' style passport. This is a passport with a black cover that was issued up until the early 1990s. You must apply as a first-time applicant and send the blue passport to us with your supporting documents.
- Put a cross in the Child box for under 16s. Put a cross in the Adult box if you are 16 or going to turn 16 within two weeks.
- Put a cross in the relevant 'Changes to your existing passport box. We will send you a new passport and you should pay the same as if you were renewing your passport.

First British Overseas Territory passport

This applies if you have never had a British Overseas Territory (Anguilla) passport before. This includes those who were not British at birth but have gained naturalisation or registration as a British Overseas Territory national and are applying for their first British Overseas Territory (Anguilla) passport.

Replacement

This applies if you want to replace a Territory passport that has been lost, stolen or damaged.

Changes

This applies to a change in your name, photo (including where you cannot be recognised from your current passport photo) or Territory national status.

Adult application

An adult is 16 or over. If you are going to turn 16 within two weeks, put a cross in the Adult box. Adult passports are normally valid for 10 years.

Child application

A child is under 16. Child passports are normally valid for five years.

Renewal

This applies if your existing undamaged British Overseas Territory (Anguilla) passport, your name and Territory national status have not changed. If you are renewing a Child's passport, put a cross in the Child box if they are under 16 or Adult box if they are 16 or over. (Please see 'Changes' below if your appearance has changed.)

Sections to fill in

Type of customer	Sections of the form to fill in
Everyone	Sections 1, 2, 3, 5, and 9
Renewal – Adult	Fill in sections 1, 2, 3, 5 and 9 . The countersignatory must fill in section 10 only if you can't be recognised from the photograph in your current passport and they must sign one of your passport photos.
Renewal – Child	Sections 1, 2, 3, 4, 5 and 9 . Section 6 if the child is aged 12 to 15. The countersignatory must fill in section 10 if the child is aged 11 or under or if the child can't be recognised from the photograph in their current passport and they must sign one of your child's passport photos.
First Anguilla passport – Adult	Sections 1, 2, 3, 4, 5 and 9 . The countersignatory must fill in section 10 and sign one of your passport photos.
First Anguilla passport – Child	Sections 1, 2, 3, 4, 5 and 9 . Section 6 if it applies. The countersignatory must fill in section 10 and sign one of your child's passport photos.
Replacement – Adult or Child	Sections 1, 2, 3, 4, 5 and 9 . Section 6 if it applies The countersignatory must fill in section 10 and sign one of your passport photos.
Changes to your existing passport	Sections 1, 2, 3, 5 and 9 . Sections 4 and 6 if they apply.

Section 2: Who is the passport for?

Get it right

- Include middle names in the name section – the name you enter should match your birth certificate or previous passport. If it doesn't, it could delay your application.
- If you do not have enough space to write your name or contact details (for example, you have a long surname, or a long address, postcode, telephone number or email address), please use section 8 of the application form.

Names to be shown on your passport

- Please enter the name of the person who the passport is for.
- The name that is shown on the passport should be the name that is used for all purposes.
- Enter names under 'surname' and 'first and middle names' that appear on your supporting documents such as your birth certificate and/or previous passport.
- The personal details section of the passport can only include up to 30 characters (including spaces) for first and middle names and a further 30 characters for surnames. If your names are longer, please shorten them in a way you would want them to be shown on your passport. You should then write your full name in the space in section 8 of the form. We will add your full name on the observation page on your passport.
- If you have recently changed your name, enter your name as it is now.
- Special characters and accent marks on names cannot be included on British Overseas Territory citizen passports.

Change of name in passport

- If you are changing your name, put your new name in the 'Surname' and 'First and middle names' boxes and put your previous names in the 'Maiden or all previous names boxes'.
- Provide proof of your change of name if this is different from your supporting documents.

Submit proof to support every name change. This applies if you are getting married or forming a civil partnership and you want your passport to be in your new name.

- If you no longer want your middle name to be included in your new passport when it has been on previous passports, tell us in section 8 of the application form. You will also have to provide supporting documents that show that you no longer use your middle name. If you don't, we will add your name to match what is in your previous passport.
- List all of your maiden or previous names that you have been known by (surname first and then first and middle names). Leave a space between each name and if they won't fit in the boxes, you should write them in full in section 8.
- You cannot change a child's name unless you have the permission of everyone who has parental responsibility for the child. Please see section 9 on parental responsibility for more information.
- You should check the requirements for the country you are in for when and how a name can be changed as this may not meet Anguilla requirements.

If you live in such a country, Anguilla Passport Office will issue your passport in the new name with an observation to say that the holder is also known by their original name.

- Anguilla Passport Office cannot accept responsibility for any problems encountered as a result of issuing a passport in a new name which is not recognised in the country you live in.

Current address

- Give your full residential address (where you live) including town and postcode (where applicable).
- We may check you live at the address you give. If you don't, it may delay your application unless you explain the circumstances in section 8 of the application form.

Gender

- Put a cross in the relevant box to say whether you (or your child) are male or female.
- If you are transgender (live as a different gender to that shown on your birth certificate) or if you have changed or are in the process of changing your gender, you can get more guidance at the Anguilla Passport Office

Place of birth

- Give the names of the town and country you were born in as shown on your birth, registration or naturalisation certificate or previous Anguilla passport.

Contact details

- Please give as many contact details as possible and make sure the information is accurate as we may need to contact you about your application. If you don't include an email address and mobile phone number, it may delay your application.
- To make sure our emails don't get missed in your spam folder, check your spam or junk folder regularly, or adjust your spam filter settings.
- We will contact you on your mobile phone number if we have any queries about delivery.

Section 3: Details of previous and current passports held

Get it right

Everyone must fill in Part A

Uncancelled passports

In part B, enter details of all uncancelled passports that you are sending us.

A cancelled passport has the top right-hand corner of the cover cut off. An uncancelled passport has not been cancelled by its issuing authority (Anguilla or another country). This may include:

- an expired passport (in other words one that has run out, see below);
- passports you are or were included on (for example, as a child); and
- passports issued to you by other countries.

There are a few exceptions to the requirement to submit uncancelled passports, depending on the country from which you are applying.

Lost or stolen

You must only fill in part C if your or your child's current passport has been lost or stolen.

- Give us the details that you can about your or your child's lost or stolen passport, even if you have already told us that your passport has been lost or stolen.
- You do not have to fill this section in full if you don't know some of the details.

You must report the loss or theft of your passport as soon as possible, even if you don't want to replace it immediately. If your passport is lost or stolen you should:

- Report it to the local police so you can get a police report. You will need the report for insurance purposes and to obtain a replacement travel document. Some police authorities will not issue a report for lost passports. In such cases you need to demonstrate that you have at least tried to report the loss.
- Get more details and the LS01 form at www.gov.ai
- Submit the LS01 form with a passport application form if you want to apply for a replacement passport at the same time as reporting it lost or stolen. Get more details and the LS01 form at www.gov.ai

If you later find the passport which you reported lost or stolen, you must return it to us. You will no longer be able to use the passport. You may also be held by the immigration authorities or the police if you try to do so.

For security reasons, any passport which is found by a third party such as the Police should be returned to the local passport office for cancellation and destruction.

Section 4: Parents' details

Get it right

You need to fill in this section if:

- you are applying for your first adult passport
- you are applying to replace a passport that has been lost, stolen or damaged
- the passport you are applying for is for someone aged 16 or under, or
 - you need to validate your claim

Give all the details for both parents of the person named at section 2 of the application form.

For nationality purposes, parents are defined in law as 'mother' and 'father'. Nationality by birth cannot always be gained through either parent's national status. This includes parents who are of the same sex. Because of this it is important that details of both parents are entered on the form.

If both parents were born after 31 December 1982, or were both born outside the Anguilla, please give the following details in section 8 of the application form. Either:

- the full name, town, country of birth and date of marriage of your mother's or parent 1's parents and your father's or parent 2's parents, or
- details of your parents' claim to be longer nationality.

Step-parents and others taking a parental role that are not defined as either a 'mother' or a 'father' for nationality purposes must not fill in their details in section 4.

Adoption

When a child is adopted in the Territory, nationality can be gained through either parent. If adoptive parents are of the same sex, the parent who appears first on the adoption certificate should enter their details in the box 'mother or parent 1' and the parent named second on the adoption certificate should enter their details in the box 'father or parent 2' regardless of sex.

If a child is adopted outside the territory under The Hague Convention, nationality may be gained through the adoptive parents depending on when the adoption took place, the nationality and residence of the adopters at the time of the adoption. For passport purposes an adoption order or certificate issued by the relevant foreign authority is required, validly certified under Article 23 of the Hague Convention. Until a full adoption order is made, whether in the State of origin or in the UK, an Article 23 certificate will not be issued.

Assisted reproduction

When a child is born of assisted reproduction treatment performed by a licensed practitioner and a parental order has been granted in the Anguilla after 6 April 2010, nationality can be gained through either parent named on the order. If these parents are of the same sex, the parent who appears first on the parental order (or a birth certificate issued after this) should enter their details in the box 'mother or parent 1' and the parent named second on the parental order should enter their details in the box 'father or parent 2'.

When a child is born of assisted reproduction treatment performed by a licensed practitioner to a female couple that are in a civil partnership and the female giving birth has the agreement of her civil partner to have this treatment, nationality can be gained through the partner who gave birth to the child if the conception took place before 6 April 2009. If the conception took place on or after 6 April 2009, nationality can be gained through either female parent named on the birth certificate. The partner who appears first on the birth certificate should enter their details in the box 'mother or parent 1' and the parent named second on the birth certificate should enter their details in the box 'father or parent 2'.

Surrogacy

When a child is born of a surrogacy arrangement and a parental order has been granted in the UK after 6 April 2010, nationality can be taken through either parent named on the order. Where these parents are of the same sex, the parent who appears first on the parental order should enter their details in the box 'mother or parent 1' and the parent named second on the parental order should enter their details in the box 'father or parent 2'.

Where a child is born as a result of a surrogacy arrangement outside the Anguilla to a man and a woman and a passport is being sought before a parental order has been granted, the child may have an automatic claim to Be longer nationality as long as:

- (a) the child is biologically related to the father and,
- (b) the father is not British by descent and,
- (c) the birth mother is not married at the time of the birth.

If the child is biologically related to the father but he is belonger by descent and/or the birth mother is married at the time of the birth, the commissioning surrogate parents must seek to register the child as a British Overseas Territory Citizen with UKBA before applying for a passport for the child. The child will not be British until this step is taken.

Passport applications involving surrogacy are often highly complex and we may need to ask for further documentation or to talk to you in person after you have sent us your application. Please allow a lot more time than our average processing times for such applications to be processed – we recommend submitting an application involving surrogacy at least 3 months before you need the passport. We are not in a position to guarantee a specific processing time for these cases.

No mention of parent's details or 'mother or parent 1' and 'father or parent 2' will appear on the passport. This information is used simply to gather the information we need to issue a passport.

Child with one parent

If you are the only parent of your child, fill in either the 'Mother or Parent 1' or 'Father or Parent 2' sections of the form, whichever applies to you and leave the spaces for an additional parent blank.

Add a note in section 8 to show that you are the only parent and why (whether you do not know the other parent of the child, are an individual adopter, or an individual parent whose child was born of assisted reproduction treatment and so on).

Section 5: Certificate of registration or naturalisation

Get it right

You must put a cross in the 'No' or 'Yes' box.

The No box applies if the person named in section 2 has been a citizen since birth. You do not need to fill in any more details in this section.

The Yes box applies if the person named in section 2 has been granted a certificate of registration or naturalisation by the Territory. Provide details from the certificate of registration or naturalisation here.

Section 6: Children aged 12 to 15

Get it right

A child applicant aged 12 to 15, or a child who will turn 12 within two weeks, needs to sign this section. This signature will appear in the passport. The person giving permission as a parent must still sign section 9 of the form.

If your child is not able to sign the form, you should:

- leave this section blank; and
- tell us in section 8 and attach a covering letter explaining why the child cannot sign. This can be written by the parent or the child's carer or doctor.

Section 7

Please do not write in this section. We have left it blank deliberately.

Section 8: More information

Get it right

Most people will not need to fill in this section. The examples below show when you should give us extra information using this section.

- Names or contact details, including email address and telephone number that you were not able to fit in the boxes in section 2.
- Tell us which country's passport your countersignatory holds and his or her email address.
- If you change your name after getting married but you want to continue to use your maiden name for professional purposes tell us in section 8 of the application form and we will add a note on the observation page of your passport showing your maiden name.
- Grandparents' details if both parents named in section 4 were born after 31 December 1982 or were born abroad.
- If your passport is lost or stolen and you have already submitted a Lost and Stolen Notification form LS01, tell us here that you have already submitted the form.
- If you have a mental or physical condition that you believe would prevent you from coming to, or taking part in, an identity interview. (See page 16)
- If your passport is damaged, explain briefly how it was damaged.
- If a signature could not be provided in section 6 or 9, tell us in section 8 and attach a letter of explanation from an appropriate person such as a parent (for section 6) or a doctor, carer or social worker.

- If the application is for a child and you have parental responsibility, you should say if you have enclosed any court orders that relate to the child's residence in, contact with or removal from a country.
- If the applicant was born of a surrogacy arrangement.

If you need more space

- If there is not enough space in section 8, please include any extra information on a blank sheet of paper. You should sign this and include it with your application form.

Section 9: Declaration

Get it right

- Before you fill in and sign the declaration, read the form again to make sure that the information you have given is correct.
 - Fill in this section if you are 16 or over and are applying for:
 - your own passport
 - a passport for the child named in section 2,
- or
- someone who cannot sign and you are signing on their behalf.
 - Read points 1 to 9 in the declaration section of the form before you date and sign. The signature you put on the passport form will appear on the passport.
 - If you are applying for a child, give your full name.

People applying under age 18

If you are 16 and over, or you will turn 16 within two weeks, sign the declaration yourself. You don't need permission from a person with parental responsibility.

For applicants with a learning disability who cannot understand the consequences of signing the declaration in section 9, someone with parental responsibility should give their permission. Please use section 8 of the form to explain why the applicant cannot sign the declaration.

Parental responsibility

A child under 16 must have permission from a person with parental responsibility. If a child's parents are married, either parent can give permission if they were:

- married at the time of the child's birth-
- married at any time after the child's birth.

If the child's parent is under 16, they can also sign the declaration on behalf of the child.

If the child's parents are not married, the mother can give permission. The father can sometimes give permission but usually only if he:

- has a parental responsibility order or agreement (which must be sent with the application)
- has a residency order
- is named on the birth certificate (which must be sent with the application), and the birth was jointly registered:

If a child has been adopted, either adoptive parent can give permission.

If parents are divorced, a custody order or maintenance order will not automatically take away the parent's parental responsibility.

If a child has been born of assisted reproduction treatment, the birth mother, or if this does not apply, either parent named on a parental order or court order granting parental responsibility, can give permission. If both parents are females in a civil partnership and the partner not giving birth agreed to the treatment, either partner can give permission.

If a child has been born of a surrogacy arrangement, the birth mother or, if this does not apply, either parent named on the parental order or birth certificate (following a parental agreement or court order giving them parental responsibility), can give permission.

Step parents (adults who enter into a marriage or civil partnership with someone that is already defined as a parent as explained above) can give permission only if they are named on a parental order or parental responsibility agreement or have adopted the child.

If the child is in care or is living with foster parents, we will need permission from the local authority before we can issue a passport to the child.

If the court has made an order about custody of the child, or about the child having a passport, this must be sent in with the application.

If an adult is acting as a parent in a situation other than one described in this section, please explain the circumstances in an accompanying letter to your application. We will also need documentary proof of your responsibility for the child.

If there is an ongoing custody case or a dispute about parental responsibility of the child, we may refuse to deal with the application if someone with parental responsibility has made an objection to the child having the passport. If the child is the subject of an ongoing custody case, we are unlikely to issue a passport without the express permission of both parents or on the direction of a Anguilla court, or equivalent court order outside the UK. If we have already issued a passport to a child after an application has been made by one parent, the other parent or anyone else with parental responsibility cannot apply for a separate passport for that child – consent of the parent who originally applied must be provided before a replacement passport application can be considered.

Again, if we have issued a passport in good faith, we would not usually cancel that passport without the permission of either parents or a Court Order.

If you cannot sign the declaration:

- ask the person filling in the application form on your behalf to sign the declaration; and
- tell us in section 8 and attach a covering letter to explain why you cannot sign. This is normally done by the person filling in the application form on your behalf. Your passport will note that the holder does not have to sign.

For more advice or if the person with parental responsibility is not able to give permission, please see page 13 for ways to contact us.

Section 10: Countersignature

✔ Get it right

A 'countersignature' will need to fill in this section if you are applying:

- for a first British Overseas Territory (Anguilla) passport
- to replace a lost, stolen or damaged passport
- to renew a child passport (if the child is aged 11 or under), or
- to renew a passport (adult, or child aged 12 to 15 years) if you cannot be recognised from the photograph in your current passport.

Countersignatories

- A countersignatory is someone who can confirm your identity. They need to confirm that, to the best of their knowledge, the details you have given in your application are correct, and they must also confirm that the photograph is of you.
- For child applications (aged under 16) it is also to confirm that they have known, for at least two years, the adult who signed the declaration in section 9 of the application form. They must also confirm that the person has parental responsibility for the child and confirm the child's photo.

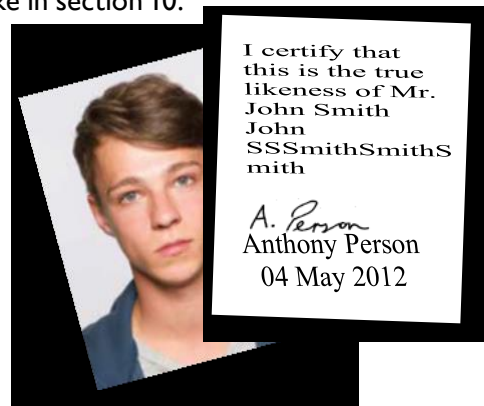
The countersignatory must:

- be a professional person (including those who are retired) for example, bank or building-society officials, police officers, civil servants, ministers of religion and people with professional qualifications like teachers, accountants, engineers and solicitors.
- have known you personally for at least two years, and must be a resident of Anguilla.
- if you cannot comply with the countersignatory requirements your application may be delayed. You must provide a full explanation in Section 8 and we will contact you, using the details on your application form, to agree a way forward.

The countersignatory needs to:

- tell us which country's passport your countersignatory holds, and his or her email address.

- read through the completed application form to make sure the information is accurate
- fill in section 10 of the form, giving their passport number, and then sign the box
- give their business address (or private address if this does not apply) and contact details
- for an adult application, 'certify' one (not both) of your photographs – signing and dating one of the photographs as shown in the example below
- for a child application under 16, confirm that they have known the adult who signed the declaration in section 9 of the application form for at least two years, and certify the photograph (giving the child's full name), signing and dating it as shown in the example below and
- put their initials next to any mistakes they may make in section 10.



The countersignatory must not:

- be related to you (by birth or marriage)
- be in a personal relationship with you
- be a commercially employed agent helping the applicant to apply for a passport
- live at your address, or
- work for us at the local Passport Office

What we do with the details of the countersignatory

As part of our work we will check that the countersignatory is genuine. This may include checking their passport and other records to confirm their identity and their profession or professional qualification.

Please make sure that your counter signatory knows that we may contact them and carry out these checks.

We may ask you to provide another application form with a different counter signatory if we are not satisfied with your choice of counter signatory or if we cannot contact them.

Once you've filled in your application

Passport fee

The passport fee depends on the type of application you are making. The fee is set in EC dollar and payable at the time of applying. US currency is accepted at a rate 1US = EC\$2.6882

Child - \$150.00XCD

Adult - \$200.00XCD

We cannot refund the fee if your application is unsuccessful or withdrawn. This is because we will already have carried out a lot of work in processing it.

The British Overseas Territory (Anguilla) passport stays the property of the Crown, not the person who holds it. If payment is unsuccessful we will cancel the passport and you will not be able to travel with it or use it for identity purposes.

How to pay

You must pay in cash or a local cheque.

Where to submit

You will have to apply in person at:

Anguilla Passport Office
Former NBA Building 2nd Floor
P.O. Box 60

Delivery

Your new passport will be collected from the Anguilla passport office.

We Cannot:

Be responsible for any documents that are reported missing after your passport has been issued.

Contact us

We will need to ask you personal information to verify your identity when you contact us to check the progress of your application form.

Travel advice

We cannot answer questions about passport entry requirements for individual countries. Information about this can be found on the FCO Travel Advice website at www.gov.uk/foreign-travel-advice. Advice includes information on when a passport is valid, visa information and requirements to enter certain countries, and information on health, insurance, and money when you travel.

Passport Advice

Please contact us at:

Telephone Number: 1264 497 7394

Email: passportoffice@gov.ai

Identity Interviews

In some cases we may call you for an identity interview in order to verify details in your application. In the case of child applications we may need to talk to one or both parents of the child. The interview will help us to confirm your identity and that the passport application we have checked belongs to you. You may also be asked to attend interview with additional documentation. This is an important part of our commitment to help to reduce identity fraud. It will help us to spot and prevent other people using your identity and committing fraud in your name.

You should send us your application form in the normal way. If an interview is considered necessary we will then contact you. This process will increase the time it takes for us to process your application.

What we will ask you at the interview

We will ask you to confirm basic information about yourself or your child, including information that someone trying to steal your identity may not know. Our questions will also be based on information you give in your application form, your supporting documentation and from our searches against other public and private sector databases or records.

The questions we ask will not be the same at every interview. If you are invited to come for an interview, we will write or telephone with more information

Examples of Recognised Professions

- accountant
- articulated clerk of a limited company
- assurance agent of recognised company
- bank/building society official
- barrister
- chairman/director of limited company
- chiropodist
- councillor, eg local or county
- civil servant (permanent)
- dentist
- director/manager/personnel officer of a VAT registered company
- engineer – with professional qualifications
- financial services intermediary, eg a stockbroker or insurance broker
- fire service official
- funeral director
- insurance agent (full time) of a recognised company
- journalist
- legal secretary – fellow or associate member of the Institute of Legal Secretaries and Pas
- holder of a valid premises or personal licence under the Licensing Act
- local government officer
- manager/personnel officer of a limited company member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer minister of a recognised religion – including