

Visa Information Pack

From: United Kingdom

To: 228

Visa Type: United Kingdom Passport Services Lost Stolen Or Damaged Passport



Thank you for your order

The following documents are required to apply for this specific visa type.

Application Form

One completed and signed original Passport Application form. This form must:

Be obtained from your local Post Office or requested from Universal visas. Copied forms are not accepted.

Be completed in black ink. Minor mistakes can be crossed out with black pen. Correction fluid not permitted.

Be completed in block capital letters

Contain all answers within the white boxes on the form

Provide daytime contact phone numbers where requested

Provide a UK based address

Must complete Section 10 (Countersignatory)

Photos

Provide two colour, passport type photographs that meet the following strict criteria: Be in colour on plain white photographic paper taken against a cream or light grey background; be 45mm by 35mm in size; be identical; be taken in the last 30 days; be facing forward, looking straight at the camera; have a neutral expression with the mouth closed; have nothing covering the face or head (unless for religious or medical reasons); show the eyes open, and free from reflection or glare from glasses; show the eyes not covered by sunglasses, tinted glasses, glasses frames or hair; show the eyes without "red eye" and be free from any shadows whatsoever. Further details on these strict requirements can be viewed via this website: <https://www.gov.uk/photos-for-passports> Please note: One photograph must be countersign at the back, second must be left blank.

Supplementary Form

One fully completed and signed Lost and Stolen LS01 form for those whose passports have been lost or stolen

Appointment System

An appointment will not be made until Visas2 has the whole and complete application.

Once an appointment is made with the passport office, the application cannot be cancelled without losing the passport office fee.

Letter of authorisation

One completed and signed Letter of Authorisation permitting Visas2 to submit the application on your behalf. **This must be completed and signed in original.**

Visa Information:

The processing time is 6-7 working days after the application is submitted at the passport office. We will make an appointment on your behalf to submit application once we receive the application and all the required paperwork. Current waiting time for appointments is 5-6 working days.

Pricing is available on our website at:

<https://www.visas2.com/pricing-structure>

APPLICATION PROCESS

Step 1: Complete the forms and gather all required documents

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

Step 2: Visas2 will process the application

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

Step 3: Process update and completion

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

Disclaimer:

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we

provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.

Application number grid

Application number

Application number grid

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.passport.gov.uk** for further information.

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 loss or theft in the UK. Passports lost or 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

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

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 UK Passport Service (UKPS) 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 UKPS 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.

Office Use Only

This section should be completed by the submitting authority.

DATE STAMP

[Empty box for date stamp]

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).