

**Applying for a new second British Passport
Checklist for Requirements**

Please send the following to [GulfVisa's address](#):

- **Fill original UK passport application form that you can get from your local post office.**
 - Use **only** black ballpoint pens, writing in **capital** letters and with **no** correction (as instructed by the passport form).
 - Sections to fill out:
 - Section 1 (note: choose the option 'Your first British Passport').
 - Section 2 (note: ensure the address is a UK one)
 - Sections 3 and 9.
 - Section 10 (note: this should be done by the person who will countersign one of your passport photos - see the passport photo requirement below).

- **Original current UK passport OR a copy of the information pages of the applicant's current passport which must be valid for at least one year from date of submission.**
 - If your current passport is less than a year from expiry we need to renew the first passport and then apply for the second passport.
 - If you cannot send your original first passport, you **must** write a **letter** addressed to **Passport Officer** stating the **reasons** that you cannot provide your current passport.
 - If your **current** passport was issued by a British Embassy overseas, the passport office might ask to see your **original** passport and so it may take more time to issue your second passport.

- **Two passport photos.**
 - Go to **page 2** to see guidelines on this. It is advised to take the pictures in a professional photo shop.
 - **One** of your passport photos **must be countersigned** on the back. If both photos are countersigned, your application will be **rejected**.
 - The countersignatory must write on the back of one photo '**I certify this is a true likeness of...**' giving the **full name** and **title** of the passport applicant. The countersignatory must also **sign and date** this one photo.
 - The countersignatory must be a professionally qualified person who has known you for at least 2 years and holds either an Irish or British passport holder with a UK address; the countersignatory must also complete **section 10** of your UK passport application form. See **pages 2 and 3** of this pack for more details.

- **A letter on blank white paper (no letterhead) addressed to the passport office, authorizing Gulfvisa to apply on your behalf**
 - You **must** use the template available on **page 4** of this pack for this.
- **Request letter from your UK Company addressed to the Passport Office.**
 - please see the template on **page 5**.

Once completed, [please follow STEPS 2 and 3 on the GulfVisa website page.](#)

Address: GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

Good and bad examples of printed photos



Picture from: <https://www.gov.uk/photos-for-passports>

More information on the countersignatory:

- They must have known you personally for at least 2 years (for example, a friend, neighbour or colleague).
- They must work in (or be retired from) a recognised profession.
- They must be 'a person of good standing in their community'.
- **They can't be someone who lives at your address.**
- **They can't be related to you or be someone who only knows you professionally.**

Recognised professions examples:

- accountant
- airline pilot
- articulated clerk of a limited company
- assurance agent of recognised company
- bank or building society official
- barrister
- chairman or director of a limited company
- chiropodist
- commissioner for oaths
- councillor, for example local or county
- civil servant (permanent)
- dentist
- director, manager or personnel officer of a VAT-registered company
- engineer with professional qualifications
- financial services intermediary, for example a stockbroker or insurance broker
- fire service official
- funeral director
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- licensee of a public house
- local government officer
- manager or 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 Christian Science)
- nurse (RGN or RMN)
- officer of the armed services
- optician
- paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- person with honours, for example an OBE or MBE
- pharmacist
- photographer (professional)
- police officer
- Post Office official
- president or secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher or lecturer
- trade union officer
- travel agent (qualified)
- valuer or auctioneer (fellow or associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers

HM Passport Office
Globe House
89 Eccleston Square
London
SW1V 1PN

Date: {....}

Letter of Authorization

Dear Sir / Madam,

I, **{{Your Name as in your passport}}**, born on **{{ date of birth}}** give my permission to Ali Saadeldin Farah, Ahmed Zibara and Soufyan Abbas to lodge my UK passport application and collect my new passport on my behalf once processed.

Yours Sincerely

{{ Applicant's Signature as in your passport }}

{{ Applicant's Full Name as in your UK passport }}

{{Sample of the letter that needed for your application for second passport}}

{{It should be on your company letterhead}}

HM Passport Office
Globe House
89 Eccleston Square
London
SW1V 1PN

{{Date..... }} (No longer than one month before application)

Dear Passport officer,

We would like to apply for a second passport for our member of staff **{{full name as in first passport}}** who is working with **{{company full name}}** of UK Registration Number **{{number}}**. **{{State his/her position in the company in a sentence}}**.

{{Applicant name}} frequently travels to the following countries that require visas from their embassies in the UK (enter 6 countries that require visas and / or conflicting countries names)

We would appreciate your help to issue a second passport for **{{applicant name}}** to help in getting visas while **{{applicant name}}** is abroad on business trip.

Please do not hesitate to contact us if you need more information.

Yours Sincerely,

{{Signature}}

{{Signee's name and job title }}