

## Renewing a 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 the local post office**
  - Use **only** black ballpoint pens, writing in **capital** letters and with **no** correction
  - Sections to fill out:
    - Section 1 (note: choose the option 'Renewal of your passport').
    - Section 2 (note: ensure the address is a UK one)
    - Sections 3 and 9.
    - If your appearance has changed you must follow the countersignatory instructions in the passport application forms regarding Section 10.
- Original UK passport that you want to renew AND a copy of the information pages of the applicant's other passport which must be valid for at least one year from now.**
  - If you are of **dual nationality** you must submit **both** original passports.
  - If your **other** passport (not the one you're renewing) was issued whilst you were **outside of the UK**, the passport office might ask to see the **original** passport and so it may take more time to renew your second passport.
- Two passport photos.**
  - Go to **page 2** of this pack to see guidelines on this. It is advised to take the pictures in a professional photo shop.
- 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 3** of this pack for this.
- Request letter from your UK Company addressed to the Passport Office.**
  - please see the template on **page 4**.

**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>

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 }}**