

documentation and fee. If you are applying for a passport for the first time you should allow at least six weeks. For more information see the FCO website www.fco.gov.uk

Will there be any additional cost?

Yes. You will need to pay to send your application (and any supporting documents) to the Regional Passport Processing Centre and for the return of your new passport and supporting documents. We will keep our customers informed of any future price changes.

What should I do now?

- > Continue to look after your passport. Identity theft, passport fraud and related crime are on the increase. This is a precious document
- > Check when your passport expires and plan ahead
- > When you need a new passport allow plenty of time to renew: Did you know you can renew your passport up to 9 months before it expires? The extra time will be added to the validity of your next passport
- > Check the local British Embassy/ High Commission/ Consulate website for details on how and where to apply

What if I need a new passport urgently?

Should you need to travel urgently and you do not

have a full validity passport (including if you have applied for a new one and have not yet received it) the local British Embassy/High Commission/ Consulate will be able to provide you with an emergency travel document to allow you to travel.

What if I lose my passport?

You should contact your local British Embassy/High Commission/Consulate for assistance. If you need to travel urgently the Embassy/Consulate will be able to provide an emergency travel document and advise you on the new process of applying for a new full validity passport.

What other options are there?

If you travel frequently to the UK and have a UK residential address, you can also apply to renew your passport by post or at your nearest IPS Regional Office. Details about how to apply while resident in the UK can be found at www.direct.gov.uk.

Alternatively if you travel frequently you can apply for a second passport. For details please check your local British Embassy/High Commission/ Consulate website.

Where can I find more information now?

www.fco.gov.uk

The Identity and Passport Service are working with the Foreign and Commonwealth Office to ensure that these changes are introduced seamlessly. We look forward to welcoming our overseas customers.

Changes to Overseas Passport Services



www.fco.gov.uk



If you live abroad the way you obtain a passport, and where you need to apply, will change over the next three years. This leaflet explains what's happening and why.

After more than 20 years of running separate passport services, the Foreign and Commonwealth Office (FCO) and the Home Office have agreed that from April 2011, the Identity & Passport Service (IPS - an agency of the Home Office) will become the single provider of full validity passports for British nationals at home and overseas.

Why is this happening?

- > **By taking this action now, customers overseas will still have access to a passport service**
- > In October 2010 IPS will introduce new style passports containing more sophisticated security features. They are required to do this to continue to meet international quality and security standards. It is not affordable to print these new passports overseas
- > The UK remains one of the few countries still printing passports in Embassies, High Commissions and Consulates overseas. This is expensive to do and transferring blank passports around the world presents a greater security risk
- > New designs and new processes are being introduced to reduce the likelihood of identity

theft and passport fraud; protecting you and international borders

- > Integrating the two passports services into IPS will reduce the cost of maintaining a passport operation overseas, allowing us to continue to offer secure passports to overseas customers

So what's changing?

- > A new **emergency travel document** available in most British Embassies by November 2010. If you don't have a valid passport and need to travel urgently, this will provide a fast, secure and readily available way to do so
- > Regional Passport Processing Centres in place by the end of 2010
- > All passport printing centralised in the UK in 2011
- > In the longer term all passport application processing will also be moved back to the UK

By the end of 2010 we will have created 7 **Regional Passport Processing Centres**, based in Düsseldorf, Hong Kong, Madrid, Paris, Pretoria, Washington, and Wellington. These Centres will process all the passport applications for customers overseas until that work is centralised in the UK.

The majority of overseas passport applicants will be able to send their passport applications direct to a

Regional Passport Processing Centre. In a few countries, however, customers will still have the option to submit their application via their nearest Embassy, High Commission or Consulate reflecting specific local circumstances. You can find out where and how to submit your application by visiting your local British Embassy/High Commission website.

In 2011, all passport printing will be sent to a central production facility in the UK, shared with IPS. Most customers will receive their new passport directly from the UK, but some will need to collect their new passport from their nearest Embassy, High Commission, Consulate or courier depot. British Embassy/High Commission websites will contain clear guidance on local delivery and collection options.

There are longer term plans to move all passport application processing back to the UK. We will inform customers as soon as we know when and how this will affect the service.

What will this mean for me?

As a British national living overseas you will still have the ability to apply for your passport overseas whether it is a renewal or you are applying for the first time. When making your application you will need to allow time for the passport to be returned. In line with the service in the UK, for customers renewing a passport we aim to return your new passport within four weeks from receipt of correct