

# Instructions to fill the Passport Application K 35A

(Please read all the instructions carefully before filling the application)

1. Type of the travel document (“✓” tick the relevant cage)
2. Mention the number of your last travel document (Passport/ Emergency Certificates/Identification Certificates), if you have obtained
3. If your last travel document is a None-Machine Readable Passport (NMRP), write the number of aforesaid passport. The said temporary passport should be produced along with a photocopy thereof.
4. Mention the number of National Identity Card Issued by the Commissioner of Registration of Persons.
5. Mention your surname/ family name. Write one letter in each box. Leave one box blank between two names. If a married female applicant is applying for a passport with her spouse’s family name, write that name. ( The original and a photocopy of the Marriage Certificate should be submitted)
6. Mention the remaining part of your full name other than your surname/ family name mentioned under No 05 above. (As mentioned in column 02 of the Birth Certificate)
7. Mention the address of residence in UK.
8. Mention the date of birth as per the Birth Certificate
9. Mention the birth certificate number and the district of birth (The Original and a photocopy of the Birth Certificate need to be produced.)
10. Mention the place of birth as mentioned in the Birth Certificate.
11. Sex (“✓” tick the relevant cage)
12. Mention your job / profession/ status or post. Leave one box blank between two words. (The originals and photocopies of the educational certificates/ professional certificates/ service certificates should be produced in order to confirm the job)  
*(If the profession is already included in the previous travel document, no document is required) Please note that including the profession/occupation/job in the passport is not compulsory. It’s optional.)*
13. If you have obtained Dual Citizenship Certificate (“✓” tick the relevant cage) write the number of the Dual Citizenship Certificate. (The original of the Dual Citizenship Certificate should be produced along with a photocopy)
14. Mention your mobile phone number by which you can be contacted.

15. Mention your email address.
16. Mention the foreign country in which you have obtained citizenship.
17. Mention the number of the Passport issued by the foreign country in which you have obtained citizenship (A photocopy of the Passport should be produced)
18. Mention the number of the National Identity Card or the Passport of the father or guardian along with the number of the National Identity Card or Passport of the mother or guardian, if the application is of a child less than 16 years of age
19. Place your signature without touching the lines of the O2 cages provided
20. Signature should be placed after having read understood the applicant's declaration.