

Instructions to fill the Passport Application K 35A

1. Type of the travel document (“√” tick the relevant cage).
2. Write your last travel document Number (Passport/ Emergency Certificate/Identification Certificate), if you have previously obtained one of these travel documents.
3. If your last travel document is a Non-Machine-Readable-Passport (NMRP), write its Number. The NMRP should be produced along with a photocopy thereof.
4. Write your National Identity Card Number (Issued by the Commissioner of Registration of Persons).
5. Write 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. Write 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. Write your residential address in the UK.
8. Write your date of birth as per the Birth Certificate.
9. Write the Birth Certificate Number and the District where you were born (the Original and a photocopy of the Birth Certificate need to be produced).
10. Write the place of birth as stated in the Birth Certificate.
11. Indicate your gender (“√” tick the relevant cage)
12. State 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 if the job is to be included in the Passport). If the profession is already included in the previous travel document, no documents are required. Please note that including the profession/occupation/job in the passport is not compulsory. It is optional.
13. If you are a Dual Citizen (“√” tick the relevant cage) and write the Dual Citizenship Certificate Number. (The original of the Dual Citizenship Certificate should be produced along with a photocopy).
14. Write your mobile phone number.
15. Write your email address.
16. If you are a Dual Citizen, write the name of the other country of which you have obtained the citizenship.
17. Write the Passport number of the other country of which you have obtained citizenship (A photocopy of the Passport should be produced).
18. If the application is of a child below 16 years of age, write the National Identity Card or the Passport number of the father/guardian along with the National Identity Card or Passport number of the mother/guardian.
19. Place your signature without touching the lines of the 02 cages provided.
20. Signature should be placed after having read and understood the declaration.