



Southcote Primary School

Passport and Naturalisation Application Forms

GUIDANCE:

Her Majesty's Passport Office requires all new passport applications to be verified or countersigned by a person who works in (or is retired from) a recognised profession or 'a person of good standing in their community'.

The application form asks countersignatories to confirm that:

- They have known the applicant for more than two years
- The applicant is who he or she claims to be
- As far as they know, all the information the applicant has put in the form is true
- If the form is for a child passport, the countersignatory should know the person who signs the declaration at section 9, rather than merely know the child.

The UK Border Agency explains that to be a referee you must have known the applicant personally for at least three years. A referee must not have any unspent convictions.

Teachers should sign passport or naturalisation application forms on behalf of parents only if they have known the parents, and not just their child, for the amount of time specified in the form.

A donation of £15.00 towards the running costs of the school swimming pool is suggested if the above criteria are met and you request a Passport or Naturalisation Form to be signed by a member of staff.

Signed	L Telling	HEADTEACHER
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Date	6 th March 2015
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