

# Application for Montserrat Passport

## Guidance Notes for FORM BOT/01/01

(Please read the entire document before completing your application. The guidance is specific to the issuance of passports only.)

### SECTION 1: What Type of Passport are You Applying For?

#### Renewal

If you have previously held a Montserrat passport as an adult or child that was issued for ten or five years, it isn't damaged and you don't need to change any personal details, you need to apply for a renewal.

#### First Montserrat Passport

This applies if:

- you have never had a Montserrat passport before or you were previously only included as a child on someone else's passport. This includes those who were not British Overseas Territories Citizens (BOTC) at birth but have gained naturalisation or registration as a BOTC and are applying for their first Montserrat passport.
- you have never had a machine readable passport.

#### Replacement

This applies if you want to replace a Montserrat passport that has been lost, stolen or damaged.

#### Extension

If you are applying for a full five- or ten-year passport to replace a passport that was issued for one year or less, put a cross in the Extension box. You should pay the same as if you were renewing your passport and you will receive a new passport.

#### Changes

This applies to a change in your name, photo (including where you cannot be recognized from your current passport photo) or BOTC status. You should pay the same as if you were renewing your passport and you will receive a new passport.

#### Adult Application

An adult is 16 or over. Put a cross in the Adult box if you are 16 or going to turn 16 within two weeks. Adult passports are normally valid for 10 years.

#### Child Application

A child is under 16. Put a cross in the Child box if you are under 16. Children passports are normally valid for 5 years.

### Sections to Fill In

The form must be filled in using **CAPITAL LETTERS** and **black ink**. Write all dates using the format dd/mm/yyyy or dd-mm-yyyy.

#### Renewal - Adult

Sections **1, 2, 3, 5, 9** and **10**.

#### Renewal - Child

Sections **1, 2, 3, 4, 5, 9** and **10** and Section **6** if the child is aged 12 to 15.

#### First Montserrat Passport - Adult

Sections **1, 2, 3, 4, 5, 9** and **10**.

#### First Montserrat Passport - Child

Sections **1, 2, 3, 4, 5, 9** and **10** and Section **6** if the child is aged 12 to 15.

#### Replacement - Adult or Child

Sections **1, 2, 3, 4, 5, 9** and **10** and Section **6** if it applies.

#### Extension - Adult or Child

Sections **1, 2, 3, 4, 5, 9** and **10** and Section **6** if it applies.

#### Changes

Sections **1, 2, 3, 5, 9** and **10**.

Sections **4** and **6** if they apply.

### SECTION 2: Who is the Passport For?

Please enter the name of the person who the passport is for:

- The name you enter should:
  - match your birth certificate, supporting documents or previous passport;
  - be the name that is used for all purposes; and
  - include your middle names.

- We can add a limited number of titles if you ask.
- Special characters and accent marks on names cannot be included on your Montserrat passport.

### **Change of Name**

- If you have recently changed your name, enter your name as it is now.
- If you are changing your name, put your new name in the 'Surname' and 'First and middle names' boxes and put your previous names in the 'Maiden or all previous names' boxes.
- Provide proof of your change of name if this is different from your supporting documents.

### **Current Address**

- Enter your full residential address including your postcode.

### **Gender**

Put a cross in the relevant box to say whether you are male or female.

### **Place of Birth**

Give the names of the town and country you were born in as shown on your birth certificate, previous passport or Registration/Naturalisation Certificate.

### **Contact Details**

If you don't include an email address and mobile phone number, it may delay your application if we need to contact you. So give as many contact details as possible and make sure the information is accurate.

## **SECTION 3: Details of Previous and Current Passports held**

- Everyone must fill in Part A.
- In Part B, enter details of all un-cancelled passports that you are submitting with the application. A cancelled passport has the top, right-hand corner of the cover cut off. An un-cancelled passport has not been cancelled by its issuing authority and may include:
  - An expired passport;
  - Passports you are or were included on as a child; and
  - Passports issued to you by other countries.
- You must only fill in Part C if you or your child's current passport has been lost or stolen.
  - Give us as much details as you can.
  - You will need a Police report to obtain a replacement passport or travel

document. You are therefore required to report the loss or theft of your passport to the Police as soon as possible, even if you don't want to replace it immediately.

- Complete an LS01 form and return it to the Passport Office.
- Submit the LS01 form with your passport application if you want to apply for a replacement passport at the same time as reporting it lost or stolen.
- If you later find the passport which you reported lost or stolen, you must return it to us.
- Any passport which is found by a third party, including the Police, should be returned to us for cancellation and destruction.

## **SECTION 4: Parents' Details**

- You need to fill in this section if:
  - You are applying for your first adult passport;
  - You are applying to replace a passport that has been lost, stolen or damaged;
  - The passport you are applying for is for a child aged 16 or under; or
  - You are applying to extend your passport.
- Give all the details for both the mother and father of the person named at Section 2.
- If both parents were born after 31 December 1982, or born outside the UK, please give details in Section 8 of your parents' claim to BOTC Nationality.
- If you only have one parent or you are the only parent of your child, add a note in Section 8 to tell us why (whether you do not know the other parent, are an individual adopter and so on.)

## **SECTION 5: Certificate of Registration or Naturalisation**

- You must put a cross in the 'No' or 'Yes' box.
- If the 'Yes' box applies, enter the date and details of the Registration or Naturalisation.
- You are also required to submit the original Registration or Naturalisation Certificate with the completed application form.

## **SECTION 6: Children aged 12 to 15**

- A child applicant aged 12 to 15, or a child who will turn 12 within two weeks, needs to sign this section.
- If the child is not able to sign the form, leave this section blank and tell us in section 8 or in a covering letter why the child cannot sign. This can be written by the parent or the child's carer or doctor.

## **SECTION 7**

Please do not write in this section. This section has been left blank intentionally.

## **SECTION 8: More Information**

Most people will not need to fill in this section. Circumstances when you should give us extra information using this section are listed as follows:

- Names or contact details that you were not able to fit in the boxes in Section 2; this includes email addresses and telephone numbers.
- The country's passport your countersignatory holds and his/her email address.
- If you get married but want to continue using your maiden name for professional purposes, tell us in Section 8 and we will add a note on the observation page of your passport showing your maiden name.
- Add your grandparents' details if both parents named in Section 4 were after 31 December 1982 or were born abroad.
- If you have already submitted an LS01 form for a lost or stolen passport, tell us here.
- If you need your passport sent to another address, tell us why and give us the other address.
- If your passport is damaged, explain here how it happened.
- If a signature could not be provided in Section 6 or 9, tell us in Section 8 and attach a letter of explanation from an appropriate person such as a parent (Section 6); or a doctor, carer or social worker.
- If the application is for a child and you have parental responsibility, you should say if you have enclosed any relevant Court Orders.
- If the applicant was born of a surrogacy arrangement.
- If the address you have given in Section 2 is not where you live, you need to explain why.

If you need more space in Section 8, please include any extra information on a blank sheet of paper. You should sign this and include it with your application form.

## **SECTION 9: Declaration**

- Before you fill in and sign the Declaration, read over the form and make sure that the information you have given is correct.
- Fill in this Section if you are 16 or over and are applying for:
  - Your own passport; or
  - A passport for the child named in Section 2; or
  - Someone who cannot sign and you are signing on their behalf.
- If you are applying for a child, give your full name.
- Read Points 1 to 9 in this Section to more fully understand the consequences of your action in applying for a passport.
- If there is an ongoing custody case or a dispute about parental responsibility, we may refuse to deal with the application if someone with parental responsibility has made an objection to the child having the passport.

## **SECTION 10: Countersignatory**

- After you have completed the application form, a countersignatory is required to fill in this section.
- A Countersignatory is someone who can confirm:
  - your identity and that they have known you for at least two years; and
  - that the details you have given in your application, are to the best of their knowledge, correct; and
  - that the photograph is you.
- For child applications, it is to confirm that the countersignatory has known the adult who signed the Declaration in Section 9 for at least two years.
- The Countersignatory must:
  - be a professional person (including those who are retired), for example Bank Officials, Senior Civil Servants and Public Officers, Ministers of Religion and people with professional qualifications like accountants, engineers, lawyers.
  - Hold a BOTC, British, Commonwealth, EU, US passport, in that order of precedence, which has not expired. We will be able to process passports more quickly where the

countersignatory has a BOTC or British passport.

- If you cannot comply with the countersignatory requirements, your application may be delayed and you must provide a full explanation in Section 8. We will then contact you and agree a way forward.
- Your Countersignatory is required to:
  - Tell us which country's passport he/she holds, and his/her email address.
  - Read through the completed application form to make sure the information is accurate.
  - Fill in Section 10, giving his/her passport number, and then sign in the box.
  - Give their business or private address and contact details.
  - Certify one of your photographs by:
    1. writing on the back the words "I certify that this is a true likeness of (applicant's name);
    2. then signing and printing the countersignatory's name; and
    3. dating the photograph.
- Your Countersignatory must not:
  - Be related to you by birth or marriage;
  - Be in a personal relationship with you;
  - Be a commercially employed agent helping the applicant to apply for a passport;
  - Live at your address; or
  - Work for the Montserrat or Her Majesty's Passport Office.
- Please make sure that your countersignatory knows that we may contact them and carry out checks to ensure that the countersignatory is genuine.
- We may ask you to provide another application form with a different countersignatory if we are not satisfied with your choice of countersignatory or if we cannot contact him/her.

### Supporting Documents

Please note:

- We do not accept photocopies or certified copies of documents, or documents that have been laminated.

- If you need to send a birth certificate, it must be a full birth certificate that contains the details of both you and your parent(s).
- If any document you are providing is in a language other than English, you also need to provide an official translation signed and stamped by a translator who is a member of a recognized professional organization to prove it is genuine.

### Passport Fee

- New and renewal passport fee is EC\$300 (adult) and EC\$150 (Child), payable at the time of applying.
- We cannot usually refund the fee if your application is unsuccessful or withdrawn because we would have already carried out a lot of work in processing it.
- The BOTC/Montserrat passport stays the property of the Government of Montserrat and not the person who holds it.

### Delivery Information

You will have to collect your new passport and supporting documents from the Passport Office or sign a form authorizing another person to collect it on your behalf.

### Contact Us

We will need to ask you personal information to verify your identity when you contact us to check the progress of your application form.

Our contact details are:

Commercial Address:  
Office of the Deputy Governor  
#3 Farara Plaza  
Brades  
Montserrat

Email address:  
[consular@gov.ms](mailto:consular@gov.ms); [odg@gov.ms](mailto:odg@gov.ms)

Telephone numbers:  
1 -664 -491 9202 or  
1 -664 -491 2368.

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