

COLLECTIVE PASSPORT APPLICATION INFORMATION

Collective passports are for between 5 and 50 children. If there are more than 50 in the group you can split it up and apply for 2 or more passports.

All forms required can be downloaded from the official website www.gov.uk/collective-group-passports.

The rules are:

1. everyone on the passport must be a British national and under 18 by the end of the trip.
2. there must be a group leader over 21 with a valid 10-year British passport.

You are advised to name a deputy group leader. The passport will become invalid if the group leader can't travel, but if a deputy is named on the application, they could take over. Deputy leaders must be over 21 years old and hold a valid 10-year British passport.

Nationality Questionnaire

this must be completed to confirm the nationality of each child. Please include a fully completed form for each child - details of who can give consent are on the forms. There is a different form for children born in the U.K. and children born outside the U.K.

Photo cards

a collective passport photo card must be provided for each child who will travel on the collective passport. The passport office will send the required number of ID cards to you. Just send the school name, contact details, destination and number of cards required to durhamcollectives@hmpo.gis.gov.uk

Completing collective passport photo cards

Each card must be filled in with the child's official name exactly as appears on their form. You also need to attach a recent passport-sized photo to each card.

The photos:

should be of a similar quality to standard passport photographs.

should not have been previously used on another document.

must not be laminated or photocopies.

The group leader needs to complete their own details and certify the photo cards by signing them before submitting the form. Each child must sign their card before travel.

Supporting letter

For each application (not each child) there needs to be a supporting letter on headed paper confirming consent to the trip.

The letter must have an original signature (digital or photocopied signatures are not accepted). It can't be from the group leader or deputy. The table below shows who should sign and supply the supporting letters.

Type of organisation	Who should sign and supply the letter
School	The head teacher, a member of the board of governors or the education authority from each school making up the party
Scout or guide group	The assistant county/area commissioner or someone from Association Headquarters
Football or rugby club	Someone from the local football association or the league chairperson or secretary
Swimming or judo clubs	Someone from their national headquarters
Youth orchestras, choirs etc	Someone from their local education authority, or vicar for church groups
Army or Airforce cadets	Their commanding officer or someone from their services authority
Clubs or youth clubs	Someone from the local authority where they're registered, or their national headquarters
Registered charities	The director or a person in a similar position in the organisation

Application Form

This form must be completed and sent by email. Handwritten applications are not accepted. Use capital letters when filling in the form. When it's completed send it by email to durhamcollectives@hmpo.gsi.gov.uk. Also print a paper copy, signed by the group leader and deputy leader and send it with the fee and supporting documents to the passport office.

So, this is the group passport application checklist :

1. A completed nationality questionnaire for each child.
2. A photo card for each child, signed by the group leader.
3. A supporting letter/
4. Paper copy of the completed application form (*that has been sent by email to the address above*).
5. A cheque for £39 (2015 cost) made payable to 'Her Majesty's Passport Office'

Then, send it all to the address below :

Collective Passport Applications
 Millburngate House
 PO Box 302
 Durham DH1 9ZL

Please check the official passport service website (as above) for changes/updates.