

# Passports



Item Code FS260015 Aug 07 Edition no 3

**0845 300 1818**

For many young people, travelling abroad on a Scout visit is the first time that they will need a passport. There are two different types of passport from which to choose - standard British Passport and Collective Passport.

The standard British Passport is probably the easiest procedure to follow with the added advantage of being available for use more than once.

There are two types of standard passport. Where the applicant is aged sixteen years or over they should apply for an adult passport that lasts ten years and costs £66.00. Where the applicant is under sixteen they should apply for a child's passport that lasts five years and costs £45.00. Application forms are available from Passport Offices, main Post Offices and on the UKPA website.

The Collective Passport costs £39.00 for each application and is issued for a group of British Nationals, under the leadership of one adult (over the age of 21), when the group remains together for the duration of a trip. Each named person, under 18 years of age, on the Collective Passport must carry a Collective passport photo card bearing a photograph of the holder. (This rule also applies for under 16s in some countries). The UK Passport Service (UKPS) provides blank identity cards and you should contact your area Passport Office to request the required number. Details for completion are on [www.passport.gov.uk/passport\\_collective\\_supporting.asp](http://www.passport.gov.uk/passport_collective_supporting.asp)

In addition to an identify card, a 'Collective passport nationality questionnaire and parental consent' form will need to be completed for each young person. These can be obtained from Passport Offices, main Post Offices and on the UKPA website. There are different versions of the form for children born inside and outside of the UK.

Collective Passports have the advantage of removing the need for close security of individual passports and the inconvenience and expense of replacing lost passports while abroad. However, problems may arise if the group has to split up (for example if an accident occurs which requires a member of the party to return to the UK at a different time from the rest), or if there are last minute withdrawals from the party of members listed on the Collective Passport. Please note that not all countries permit collective passports. See the UKPA website for the complete list.

If it is the choice of your group to have a Collective Passport, you will need a letter of authority from "national headquarters". This is issued by the Assistant County/Area Commissioner (International) who represents the International Commissioner and International Office, at local level. An outline letter of authority (for completion and signature by the ACC/AAC (International) and International Office) is attached.

For the standard British Passport the turn-around time for passport production is three weeks and for collective passports it is four weeks.

## The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

The UK Passport Service is currently starting a programme to issue passports that contain a chip, which stores biometric information about the holder. At time of press only facial information is captured from the holder's passport photo, consequently the application procedure does not change. See the UKPA website for further information.

Note, to enter some countries a biometric passport may be required.

Before you travel it is advised you visit the FCO website to determine the visa requirements for the country you are visiting and for up-to-date travel advice.

It is also advised that you take photocopies of all the leaders' and participants' passports before you travel. This will speed up the production of an emergency passport in the event that you visit an embassy for a replacement passport.

#### **Passport Offices in the UK:**

Application Packs can be obtained at selected Post Offices and Worldchoice travel agents or by telephoning 0901 4700 100 (calls will be charged at 60p per min and your call should not exceed 90p). There exists a facility on the UK's passport website to fill in and pay for an application online, however they will still send an application form back to you for signing.

Call the National Telephone Enquiry and Advice Line on 0870 521 0410

This national call centre provides a single point of contact for all telephone callers and is available 24 hours a day 7 days a week.

Visit the UK Passport Agency Website on [www.ukpa.gov.uk](http://www.ukpa.gov.uk)

**BELFAST PASSPORT OFFICE**  
Ground Floor  
Hampton House  
47-53 High Street  
Belfast BT1 2QS

**DURHAM PASSPORT OFFICE**  
Millburngate House  
PO Box 302  
Durham  
DH1 5ZL

**GLASGOW PASSPORT OFFICE**  
3 Northgate  
96 Milton Street  
Cowcaddens  
Glasgow G4 0BT

**LIVERPOOL PASSPORT OFFICE**  
101 Old Hall Street  
Liverpool  
L3 9BD

**LONDON PASSPORT OFFICE**  
Globe House  
89 Eccleston Square  
London  
SW1V 1PN

If you need a passport within 2 weeks, it's essential that you call 0870 521 0410 to book an appointment.

**NEWPORT PASSPORT OFFICE**  
Olympia House  
Upper Dock Street  
Newport  
Gwent NP9 IXA

**PETERBOROUGH PASSPORT OFFICE**  
Aragon Court  
Northminster Road  
Peterborough PE1 IQG



The Passport Office

Date:

Dear Sirs

I hereby support the application for a Collective Passport for a trip to (DESTINATION -Town, Country).

The name and full postal address of the school/organization is as follows (FULL ADDRESS).....

The party will leave the United Kingdom on .....and return on .....(Dates)

I confirm that this is an authorized journey and approval has been obtained from the Governing Body / Local Authority / National Headquarters and that all the children named on the collective passport are members of the above school/organization. A Nationality Questionnaire and Parental Consent form has been completed for every child included on the Collective Passport and are enclosed.

I further confirm that the number of children who are members of this school/organization whose names appear on the Collective Passport application is.....

As the Assistant County/Area Commissioner (International), representing the International Commissioner and The Scout Association Headquarters, I give my consent to this visit taking place.

Yours faithfully

Name of Assistant County/Area Commissioner (International), On behalf of Headquarters

Contact telephone Number .....

**The Scout Association**

**Gilwell Park Chingford London E4 7QW**

**Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email scout.association@scout.org.uk www.scouts.org.uk**

**Patron** HM The Queen **President** HRH The Duke of Kent **Founder** Robert Baden-Powell OM **Chief Scout** Peter Duncan

Incorporated by Royal Charter Charity No. 30610