

FORM 1

- Majesty's Passport Solutions -

Pro-forma Inv #.....

(Person over 16 - Adult)

Job/Invoice #

APPLICANT INFORMATION FORM – Person over 16 - ADULT (Separate info form to be completed PER APPLICANT)

CAN YOU STILL BE RECOGNIZED ON YOUR CURRENT PASSPORT PHOTO? Yes No

Surname: _____ Maiden &/or previous Surname/s: _____

First & middle names: _____ Title: Mr / Mrs / Miss / Other _____

Country of Birth: _____ Town of Birth: _____

Gender: Male/Female Present AGE: _____ Date of birth: Day _____ Month _____ Year _____

SA I.D. No.: _____ OR Foreign passport Nr. _____

British Passport No.: _____ Date of Issue: _____ Expiry Date: _____

South African Passport No.: _____ Date of Issue: _____ Expiry Date: _____

Mobile phone nr _____ Alternative phone nr _____

E-mail/s: _____

FULL residential address: _____

City/Town: _____ Province: _____ Postal/ZIP code _____

Marital Status: _____ Date of Marriage: _____

Country of Marriage: _____ Town of Marriage: _____

Applying for: (Please tick)

BRITISH Passports:

NEW Passport application (First time) Passport RENEWAL: Standard 32-page Jumbo 48-page
LOST/STOLEN Passport Change of Surname due to marriage etc. UK Late birth registration Courier documents only

BRITISH Police Clearance Certificates (ACRO): NOT REQUIRED FOR A PASSPORT RENEWAL OR FIRST TIME APPLICATION

Police Clearance Certificate, Standard Service (10 Working Days) Police Clearance Certificate Premium Service (2 Working Days) Optional International delivery by DHL courier per return address

BRITISH Certificates: England and Wales, Ireland, North Ireland & Scotland:

Standard Certificate. Dispatched on 15'th working day by Standard Royal Mail.
Birth certificate Marriage certificate Adoption Certificate Death certificate

Optional, Priority Certificates ONLY for England and Wales:

Dispatched next working day. Delivery to South Africa ±7 Days.
International delivery by DHL Courier Priority Certificate by Special Delivery UK Addresses only

Disclaimer: 1) Prices are valid for 30 days from date of quotations and subject to Currency Exchange Rate fluctuations as well as any immediate increases from the British or South African Authorities. 2) Clients applying for British passports need to ensure they have all of the supporting documents as required by Her Majesty's Passport Office. For more information on supporting documents, please consult the Majesty's Passport Solutions Requirements.pdf informational document which is included in our initial email to our clients. 3) Majesty's Passport Solutions does not accept responsibility for any delays caused by clients who are not in possession of all of the supporting documents as stipulated by the HMPO. 4) In the event of a client still needing to obtain any outstanding supporting documents as stipulated by the HMPO from the Authorities, Majesty's Passport Solutions will refund the HMPO fee paid over to us, on written request from the client. The applicable Majesty's Passport Solutions fee will be retained as an admin & handling fee to cover our expenses. 5) Once the client has obtained all of the required supporting documents, Majesty's Passport Solutions shall proceed to process the application upon receipt of proof of payment from the client of the applicable HMPO fee as calculated according to the prevailing Rate Of Exchange. 6) The accuracy of the information provided will be the responsibility of the client. Majesty's Passport Solutions will not be held responsible for the accuracy of the documents provided to it from the various authorities, and will in no way be party to or an accessory to any illegal request. Majesty's Passport Solutions acts in good faith as an agent. 7) No applications will be processed if payment has not been received in full, proof of payment either by fax or email will be sufficient - The applicant's pro-forma invoice number as a reference is necessary. 8) The average waiting time for most documents (without complications) is approximately 3 to 5 weeks – Once documents are couriered to the authorities, Majesty's Passport Solutions regrets that it cannot accept any responsibility whatsoever should the client's documents get lost, destroyed or damaged whilst with the respective authorities. This does not include the time that it may take to ship the document to the final destination, this may vary. When the documents have been received by "Majesty's Passport Solutions" the documents will be couriered directly to the applicant. 9) If for whatever reason, Majesty's Passport Solutions cannot recover the documents, the client will be refunded 50% of the advance payment within 60 days of receiving this information, the balance of the fee will be retained as payment for services rendered to that point and costs incurred which may include the following: Payment to the authorities, submission of applications, tracking of progress, collection of processed documents, and delivery of documents to the applicant. 10) Majesty's Passport Solutions clients need to accept these terms and conditions fully. 11) Don't make any travel bookings or payments until you have received all of your documents as Majesty's Passport Solutions will not accept any responsibility for travel arrangements which is booked and paid for before you have received all of the required documents.

I, _____, hereby declare that the above information is to the best of my knowledge & belief correct. I hereby declare that I have read and agreed that "Majesty's Passport Solutions" will carry out the specified services on my behalf. I hereby agree to the "Majesty's Passport Solutions" terms & conditions & authorize "Majesty's Passport Solutions" to complete, sign & submit documentation on my/the company/trust's behalf.

Signed: _____ Place: _____ Date: _____