Over Peover Online   How to….

Renew your passport online

When do I need to renew my passport?

- When it has, or is about to expire. You can renew one anytime within nine months of its expiry.

- If it has been lost or stolen

- If it has suffered significant damage

Browse to Central Government website

- In your browser go to the official government website www.gov.uk

- If you Google "Passport renewal" you will get other companies that charge extra, sometimes a lot more. Always go to the official website.

- You should get the page shown

- Click on the "Passports, travel and living abroad" link highlighted

Passports link

- On the next webpage you will be presented with a list of passports, travel and living abroad links.

- Select the "Passports" link. As you hover your mouse over it will turn to a grey background as shown. Click on it when it turns grey.

Benefits ›

Births, deaths, marriages and care ›

Business and self-employed ›

Childcare and parenting ›

Citizenship and living in the UK ›

Crime, justice and the law ›

Disabled people ›

Driving and transport ›

Education and learning ›

Employing people ›

Environment and countryside ›

Housing and local services ›

Money and tax ›

Passports, travel and living abroad ›

Passports, travel and living abroad

A to Z

Living abroad
Includes tax, State Pension, benefits and UK government services abroad ›

Passports
Eligibility, fees, applying, renewing and updating ›

Travel abroad
Includes the latest travel advice by country, your rights at the airport and getting help abroad ›

Choices

□ Scroll down the alphabetical list and select the relevant link

Passports, travel and living abroad

A to Z

Living abroad
Includes tax, State Pension, benefits and UK government services abroad ›

Passports
Eligibility, fees, applying, renewing and updating ›

Travel abroad
Includes the latest travel advice by country, your rights at the airport and getting help abroad ›

Passports

Apply for or renew a British passport if you're visiting the UK

Apply for your first adult passport

Apply for, renew or update a UK passport online

British passport eligibility

Cancel a lost or stolen passport

Collective (group) passports

Countersigning passport applications and photos

Find a Passport Customer Service Centre

Find a passport interview office

Free passports for British nationals born before 2 September 1929

Get a passport for your child

Get a passport urgently

Start the application

- The link takes you to the relevant start page

- Click on the green "Start now" button

- At the end of the process you will need to print and send off the completed application together with two passport photographs. If your appearance has changed markedly you will need to get one of the photographs countersigned.

- If you need a passport urgently do not use this process but instead follow the relevant link.

Apply for, renew or update a UK passport online

BETA This part of GOV.UK is being rebuilt – find out what this means

You can apply for, renew or update your passport and pay for it online. You'll have to print out a form at the end.

You must sign and date the form, add any documents or photographs that are needed, and return it for processing.

Start now >

Before you start   Other ways to apply

You'll need a debit or credit card to use this service.

It should take 6 weeks to get your first adult passport once your form has been received. For all other application types, it should take 3 weeks.

It can take longer if more information is needed or your application hasn't been filled out correctly.

You should use a different service if you need your passport urgently.

Start an application or Log in

- On the next page you can start the application or, if you needed to break off, you can log back in.

First page

- At each stage of the process the header will indicate your progress – **1**

- If at any stage you don't understand anything click on the "Help on this" link – **2**

- When you have completed a page click on the "Next" button – **3**

Errors or omissions

☐ If you enter information incorrectly or omit information, then when you click "Next" it won't move onto the next page but instead will highlight in red where there is an error that needs to be corrected.

Photographs

- When you get to the photographs part there is some guidance as to whether you will need to get one of the photos countersigned.

- There are particular requirements for passport photos. See the guidance at www.gov.uk/photos-for-passports.

GOV.UK

Resize text: A A A

Everyone must send two new photos, but if they've changed a lot or if it's a long time since their passport expired and they can no longer be recognised from their photo, please answer "No". We'll ask you to get one of their photos and their form countersigned by someone who knows them. We'll give you instructions on what you need to do in the declaration pack.

Normal ageing isn't considered a significant change. Most people will still be recognisable and won't need a countersignatory.

X

© Crown copyright / Hawlfraint y Goron

Saving your application

- If you need to pause part way through or you have completed the application click on the "Save and exit" button.

- You will be taken to the screen shown on the right where you will be given a username.

- Enter your email address and a password confirming both.

- You will be sent your username by email so you can log back in later if you need to complete the application or track its progress.

Apply for a British Passport

Account Registration

* required information

User Account Details

Username **JBLOGGS123456**

* Email address `jbloggs48@gmail.com`

* Confirm email address `jbloggs48@gmail.com`

You'll need your username to login to your application. We'll also send it to you in an email.

* Password `••••••••`

* Confirm password

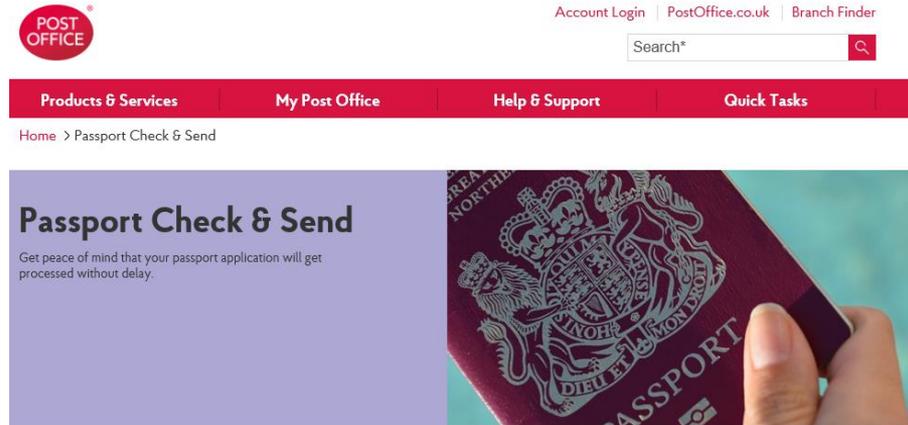The password must contain at least:

- one lower case letter
- one upper case letter
- one number
- and be between 8 and 15 characters long

Previous **Next**

Post Office® check and send service

- The Post Office offers a check and send service for Passport applications and renewals. You cannot use this service if you apply online.

- At the time of writing the standard renewal charge is £72.50 or with the check and send service the cost is £82.25.

Track your application

- If you apply online you can track your application.

- Click on the "Track your passport application" link in the A-Z list seen on the earlier slide.

- You will need to log in with the username and password that were provided to you when you saved your application.

Passport photo requirements

Passport services for disabled customers

Passports: change your name and personal details

Renew or replace your adult passport

Stop someone getting a passport

Track your passport application