

A horizontal bar at the top of the slide, divided into a red section on the left and a blue section on the right.

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

GOV.UK

Welcome to GOV.UK

The best place to find government services and information
Simpler, clearer, faster

Search GOV.UK

Popular on GOV.UK

- [Universal Jobmatch job search](#)
- [Renew vehicle tax](#)
- [Log in to student finance](#)
- [Book your theory test](#)
- [Employment and Support Allowance](#)

Benefits Includes tax credits, eligibility and appeals	Disabled people Includes carers, your rights, benefits and the Equality Act	Money and tax Includes debt and Self Assessment
Births, deaths, marriages and care Parenting, civil partnerships, divorce and Lasting Power of Attorney	Driving and transport Includes vehicle tax, MOT and driving licences	Passports, travel and living abroad Includes renewing passports and travel advice by country
Business and self-employed Tools and guidance for businesses	Education and learning Includes student loans, admissions and apprenticeships	Visas and immigration Visas, asylum and sponsorship
Childcare and parenting Includes giving birth, fostering, adopting, benefits for children, childcare and schools	Employing people Includes pay, contracts and hiring	Working, jobs and pensions Includes holidays and finding a job
Citizenship and living in the UK Voting, community participation, life in the UK, international projects	Environment and countryside Includes flooding, recycling and wildlife	
Crime, justice and the law Legal processes, courts and the police	Housing and local services Owning or renting and council services	

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

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

A to Z [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.

The screenshot shows the GOV.UK website for applying for a British passport. At the top, the GOV.UK logo is displayed. Below it, a beta notice states: "BETA: This is a new service - your [feedback](#) will help us to improve it". The main heading is "Apply for a British Passport", followed by the sub-heading "Welcome to the online passport application service for British nationals". A grey box indicates "There are three easy stages to apply for your passport". The stages are: 1. Create & Check (Create and Check application details), 2. Pay & Print (Pay and Print declaration form), and 3. Sign & Send (Sign and Send declaration form). Each stage includes an icon: a checkmark for the first, a printer for the second, and an envelope for the third. On the right side, there are two buttons: "Start an application" for new users and "Login" for returning users.

GOV.UK

BETA: This is a new service - your [feedback](#) will help us to improve it

Apply for a British Passport

Welcome to the online passport application service for British nationals

There are three easy stages to apply for your passport

- 1 Create & Check**
Create and Check application details
- 2 Pay & Print**
Pay and Print declaration form
- 3 Sign & Send**
Sign and Send declaration form

New User?
[Start an application](#)

Returning User?
[Login](#)

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**

The screenshot shows the 'Apply for a British Passport' process flow and the 'Getting started' section of the application form. The process flow is a horizontal sequence of six steps: 'Create application', 'Check application', 'Pay', 'Print declaration', 'Sign declaration', and 'Send declaration'. The first step, 'Create application', is highlighted with a red box and a red number '1'. Below the process flow is the 'Getting started' section. It includes a red asterisk indicating required information, a 'Completing your application' heading, and a paragraph explaining that applications can be saved. Below this is a form with two sections: 'What type of passport is needed?' and 'Where does the applicant live?'. The 'What type of passport is needed?' section has a red box around the 'Help on this' link and a red number '2'. The 'Where does the applicant live?' section has a dropdown menu with 'Please select' and a 'Next' button highlighted with a red box and a red number '3'. At the bottom of the form are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted with a red box and a red number '3'.

Apply for a British Passport

Create application Check application Pay Print declaration Sign declaration Send declaration 1

Getting started

* required information

Completing your application

You will be able to save part completed applications. Click "Save and exit" if you think it will take more than 20 minutes to complete a page otherwise your details will be deleted and your application will be lost.

* What type of passport is needed? [Help on this](#) 2

Renewal

First British passport (or renewal of an Old Blue passport)

Lost or stolen passport replacement

Damaged passport replacement

Extension of a passport to full validity

Changes to an existing passport

* Where does the applicant live? [Help on this](#)

Please select

What we do with your information.

We will check the details you provide using information held by public and private sector organisations in order to determine whether to issue a passport. Those details may be used by Her Majesty's Passport Office to test our systems and to ensure the effective operation of passport services. We may also contact you to ask if you are satisfied with such services.

We may pass information held on your passport and on related passport records to public and private sector organisations in the UK and abroad when you use your passport, obtain a service or when it is in the public interest to do so. Further information can be found on our privacy statement at www.gov.uk/HM-passport-office.

* I have read and understood the statement above.

Cancel Next 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.

 **Please enter the "Where does the applicant live?".**

*** Where does the applicant live?** [Help on this](#) 

Please select 

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.

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

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

* Confirm email address

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:

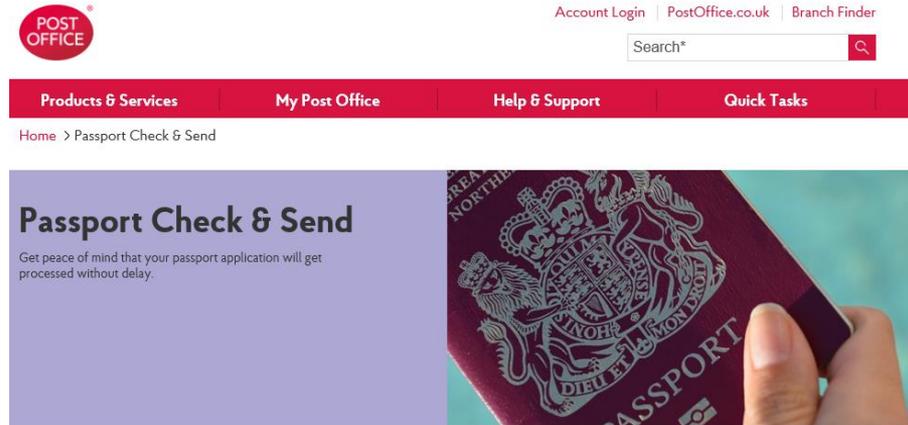
- one lower case letter
- one upper case letter
- one number
- and be between 8 and 15 characters long

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.



The screenshot shows the Post Office website interface. At the top right, there are links for 'Account Login', 'PostOffice.co.uk', and 'Branch Finder'. Below these is a search bar with the text 'Search*' and a magnifying glass icon. A red navigation bar contains four main categories: 'Products & Services', 'My Post Office', 'Help & Support', and 'Quick Tasks'. Below the navigation bar, the breadcrumb path reads 'Home > Passport Check & Send'. The main content area has a purple background with the heading 'Passport Check & Send' and the subtext 'Get peace of mind that your passport application will get processed without delay.' To the right of the text is a photograph of a hand holding a dark red passport cover. The cover features the Royal Coat of Arms and the text 'GREAT BRITAIN NORTH IRELAND' and 'PASSPORT'.

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](#)