



HM Passport Office

MR STEPHEN D CLARKE

BY EMAIL SCLARKE@LIBERO.IT

REF: 2917078992

25 September 2013

Dear MR CLARKE

RE: PASSPORT APPLICATION FOR MR STEPHEN D CLARKE

Thank you for your recent application for a passport. Unfortunately you did not enclose all necessary supporting documents.

Please provide one document/s from the following as evidence of your name and address (as per your application form) in current use dated within the last year:

- National identity card or equivalent (or colour photocopy)
- Visa or residence permit (or colour photocopy)
- Tax record e.g. letter from a tax authority
- Educational record e.g. school report
- Employment record e.g. official letter from your employer
- Letter sent to you from a central, regional or local Government Department
- Baptismal or naming certificate
- Medical/health card
- Driving license
- Voter's card
- Parent's death certificates if applicable
- Immigration documents

If your documents are not in English, you must also send in an English translation. This must be attached to the original document and signed to confirm that it is a true copy of the original. The person who completes the translation and signs the confirmation must be registered with an official organisation or trade body for translators, or employed by a recognised translation company.

We cannot accept photocopies of documents unless otherwise stated.



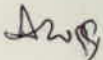
Please reply to

Her Majesty's Passport Office
OVS-D Team 81
Millburngate House
Durham
UK
DH97 1PA

and add your reference number to the reply envelope.

This office is open from Monday to Friday, excluding UK Bank Holidays. Should you wish to contact us further, please call us on +44300 222 0000, rather than any other numbers at the top and bottom of this letter which are for UK applications only. If you call us on any other number than +44300 222 0000, we will be unable to deal with your enquiries. This line is open from 8am to 8pm GMT Monday to Friday and 9am to 6pm GMT on weekends and UK Public holidays. Please do not phone us unless it is absolutely necessary.

Yours sincerely



MS M JOY TEL 0845 601 5175 (08:00 - 17:00)

