

Your passport application - next steps

Noreply@passportapplication.service.gov.uk

Mon 12/12/2016 23:59

To: gkd24@hotmail.com <gkd24@hotmail.com>;

Dear Richard Alun Davies

Thank you for submitting your passport application online.

Your transaction reference is: [REDACTED]

Your Username is: [REDACTED]

Keep this safe. We can't reset or provide a reminder of your username.

Next steps:

Send your signed declaration form, photos and supporting documentation to us as soon as you can.

Use your username and password to print your declaration form, or track your application by logging in at <https://passportapplication.service.gov.uk/ips-olc/>.

Top tips

1. If you've made a mistake or need to add more information.

Provide the details in a signed and dated covering letter with your declaration form and supporting documents.

2. Sign only inside the box on your declaration form.

Don't sign outside or overlapping the box border.

3. Make sure your photos meet ALL the guidelines.

The guidelines are set out in your printed pack.

4. Don't delay sending us your signed declaration form, photos and documents.

We won't start to process your application until we get them.

5. Do send ALL the required supporting documents.

Read the checklist in your printed pack carefully for full details of what you need to provide.

6. Check who can countersign your application at: www.gov.uk/countersigning-passport-applications

If we need a countersignature, the form will include a section for them to complete and sign.

7. Make sure our emails don't get missed in your spam folder.

Check your spam or junk folder regularly, or adjust your spam filter settings.

8. If you are sending a passport to us consider using signed for delivery and a strong taped envelope.

This email was sent from a notification-only address. Please do not reply to this message.