

Passport applications and name changes –

<https://www.gov.uk/get-a-child-passport/first-child-passport>

We have recently received a few requests to help families with passport applications or passport updates for their children.

Passport applications – confirming your child's identity.

Unfortunately, we are not able to help families and confirm their child's identity when families are applying for their child's first passport or renewing passports. This is primarily due to two reasons. Firstly, when carrying out this role the teacher must provide their own passport number and personal information and secondly the information on the www.gov.uk website (see the link above) says that the person confirming the identity needs to *"know the person applying as a friend, neighbour or colleague (not just someone who knows you professionally)"*.

Helping children apply for passports that have different names to that on their birth certificate.

We are potentially able to help families that are applying for a passport for their child who now uses a different name to the name on their birth certificate with a 'name change letter'. This is not the same as confirming an identity and families will still need to find a friend or neighbour to carry out the identity confirmation.

Information for parents who have changed their child's name from the one that is on their birth certificate is on the www.gov.uk website link above. Please read this carefully before contacting us.

If your child now has a different name to the one on their birth certificate school may be able to provide an official 'name change letter' confirming this, if you are not able to provide any of the other documents listed on the www.gov.uk website. Parents who need this name change help, need to allow at least 10 working days for the school to process the letter or confirm whether we are able to help.

Please be aware that if we can help a family by providing a 'name change letter', that the letter is provided in good faith. It needs to be checked for accuracy and content by the family before you submit your passport application and that the school can not be held to account for any errors or costs incurred by the family because of any information provided by school.