

Passports

If you are planning to travel abroad, or in some cases within the UK, you are required to have a valid UK passport. To avoid any inconvenience or unnecessary disappointment, remember to check that your passport is still valid well in advance of the date that you are planning to travel.

For detailed information about UK passports, contact the [HM Passport Office](#).

How to apply for a passport

The application process is the same if you wish to apply for a passport for the first time, or if you are renewing an existing passport.

Application forms are available from Post Offices; or online from the [HM Passport Office](#).

It should take around 6 weeks to get your first UK adult passport, but it can take longer.

All other application types (for example, renewing a passport or getting a child passport) should take 3 weeks. It can take longer if more information is needed or your application hasn't been filled out correctly.

Please read the information about Fast Track Service if you require your passport urgently.

Check and Send service

Once you have completed your passport application form you might like to use the Check and Send service, which is offered by [The Post Office](#). For a handling fee they will:

- check that your application form has been filled in correctly;
- check that you have included all of the supporting documents and the correct fee; and
- forward all the relevant paperwork, plus your payment for the passport, directly to the UK Passport Service.

Using this service can cut down on delays due to forms being returned because they are incomplete or incorrect. Please note that this service is not available for online applications.

To find your nearest Check and Send service, visit the [Direct.gov.uk](#).

Fast track service

If you are in the UK and you need to get a passport urgently, there are two ways to do this:

- 1 day Premium service
- 1 week Fast Track service

You will need to book an appointment at a Passport Customer Service Centre, and provide a completed application form, two photos and all your supporting documents.

The closest Passport centre to Newcastle is [Durham HM Passport Office](#).

Passport interviews

Passport interviews are a new part of the application process to protect an individual's identity. They are required by all customers, aged 16 or over, who are applying for a passport for the first time.

The interview confirms that the passport application we have checked belongs to the customer and that they are the rightful owner of that identity.

Fees

Please check with Gov.uk for the latest fees. It is cheaper to apply online.

If you are a British national and were born on or before 2 September 1929, your passport will be free of charge.

For more information on fees, visit [Gov.uk](#).

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Useful Organisations

HM Passport Office

Website: <https://www.gov.uk/find-regional-passport-office>

Address: Durham Passport Office, DH1 1SL

Post Office Customer Care

Website: <https://www.postoffice.co.uk/help>

Address: FREEPOST Post Office Customer Care, BS1 9HY

GOV.UK

Website: www.gov.uk

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