**SAMPLE LETTER (to be completed by the British citizen renewing their passport)**

**UK Passport application for Mrs XXXXX**

Application reference: XXXXX *(as per the “rejection” email received from the passport office)*

**To whom it may concern**

I, XXX XXX XXX , née XXXXXX, am a British citizen with dual nationality, British-French and live in France.

I am applying to renew my British passport in the surname XXX. On my French passport (copy enclosed with former correspondence), the surname is XXXXXX followed by my married name written as “ép. XXX”, “ép.” short for “épouse” meaning spouse.

In France, official documents such as passports and identity papers are made out in one’s birth name, the name on the birth certificate. It is not possible to change this.

I see in the Home Office documents “Use and Change of Names” (page 6, paragraph 27) and “Annex A: use of names in passports” (page 7, paragraph 6.6i) (enclosed) that it should be possible for a passport to be issued to me in my married name.

I enclose an attestation signed by [describe person signing the attestation, e.g. Mayor’s Office, Notary,…], explaining that French passports are established in the birth name. I also enclose a marriage certificate and a proof of address showing my married name… *(add here as well any other official documents you may see as necessary)*.

Address: Signed: Date:

Enclosed: Attestation from signed by….
 Extract from my marriage certificate
 French utility invoice / Letter from UK Pensions Office or similar

 Extracts from Use and Change of Names & Annex A

**Extract from “Use and Change of Names”, Home Office**<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810742/Use-and-change-of-names-v1.0ext.pdf>

**Dual nationals**

Normally dual nationals will be expected to align the name on their foreign passport or identity card with the names requested on Home Office issued documents.

However, where individuals can provide evidence that they are unable to change their name in their foreign issued documents, the Home Office will exceptionally consider allowing them to use a different name in a Home Office issued document (See Annex A). This may include married naturalised British citizens who are unable to change the family name on their foreign passport due to legal requirements. Such individuals may also be asked to provide evidence that they are living in the new name for all other official purposes.

Where, in exceptional circumstances, a different name is allowed for dual nationals then this will be recorded on Home Office systems and as an observation in the British Passport.

**Extract from “Annex A/ use of names in passports”, Home Office,** *6th July 2022 idem*

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/548220/Annex_A_passports_August_2016.pdf>

**Name for all official purposes**

6.6 Subject to the applicant being able to satisfy the following requirements, a passport may be issued in the name requested even where it differs from the name on the passport issued by another country. The following categories may be given exceptional consideration:

i. The law in the applicant’s country of origin restricts or prevents a change of name. Where there is such a restriction, the applicant will be required to provide evidence from their country of origin that a change of name is not permissible;

ii. The country of origin does not permit dual nationality meaning alignment of documentation will not be possible, the applicant will be required to provide confirmation from the country of origin that their citizenship has been cancelled;

iii. Where there is a requirement for the person to travel to their country of origin in order to change their name, and due to exceptional circumstances in their country of origin, they would be placed at a high level of risk;

iv. The applicant has changed their name as a result of a change of gender and the law in the applicant’s country of origin does not recognise or permit a change of gender;

6.7 In the case of points (i) and (iii) above, a (British) passport may be issued and an observation placed in the passport saying:

 “The holder has a [country] passport, number [ ] issued on [date] in the name of [ ]. This passport is due to expire on [date].”