Identity and Passport Service

What to do with a passport when the passport holder has died

It is important that the passport of a deceased person is cancelled so it cannot be used illegally. You should send the passport, along with this leaflet to our central customer service team at Newport Passport Office, Customer Service Manager, PO Box 175, Newport, NP20 1XA. Alternatively you can hand the passport in to your nearest passport office (for further information please call the Passport Adviceline on 0300 222 0000 or visit www.direct.gov.uk/passports). For security purposes, please cut off the top right hand corner of the passport before returning it to IPS. This is to ensure the passport cannot be used fraudulently.

fraudulently.	is to ensure the passport cannot be used
When we get the passport we will: -	
• Cancel it so it cannot be used and dispose of it safely on your behalf, or	
Cancel it so it cannot be used and then return it to you	
Please indicate which option you would prefer. If no preference is indicated IPS will dispose of the passport upon receipt.	
If the passport is lost or unavailable it is your responsibility to advise IPS accordingly. You should do this by sending IPS a Lost and Stolen form (LS01) and providing an issued copy of the death certificate.	
Details of passport holder	
Last name	
First names	
Date of birth	
D D M M Y Y Y	
Town and country of birth	
Passport number	
Death certificate number (if this is available to you	u)
Details of sender	
Name (title, first name and surname)	
Address	
Postcode	
	Please sign in box
By signing this form I confirm that, as far as I know, all the information I	Signature

have given is correct