



PASSPORTIA LIMITED

Only Connect, 32 Cubitt Street, London WC1X 0LR, Telephone: +44 20 3695 5385

### **TERMS AND CONDITIONS FOR A BRITISH NATIONALITY REPORT**

We make a comprehensive assessment of your prospects for British nationality and to draft our findings in a detailed report. This evaluation will take into consideration your family tree data back to your grandparents (and great grandparents where it appears relevant to us) to the extent the information we receive before the report is prepared. Please ensure that all relevant information provided. This should include any certificates of naturalization, renunciation, resumption, registration as a British citizen, citizen of the United Kingdom and Colonies or British subject, or government service.

Our Nationality Report includes the following:

1. Our view as to whether you have British nationality or are eligible to obtain it by grant.
2. A Status Trace setting out your nationality history and where relevant your parents and ancestors.
3. Comments on UK immigration alternatives to citizenship which are apparent to us based on information we received.
4. Comments on the likely position of your minor children to the extent it relies on you.
5. A proposed course of action when there is a positive outcome.

All the above is based on the information we receive from you. The Nationality and Borders Bill in Parliament is expected to be finalized and enacted by March 2022 and take effect on a later date. Until then the first report we supply will be based on the law current at the date the report is dated. If that outcome is negative then we can within 12 months for no extra fee re-process your data for a second report after the changes have been implemented and this would likely require more data from you at the time.

By entering into this agreement, you declare that to the best of your knowledge that any information you will provide (or have provided) to us is accurate and complete, except where stated otherwise in writing. If any further information that we request is not supplied within four weeks of the date of payment, then we will make assumptions that we consider reasonable based on our knowledge and experience.

You confirm that you understand that the outcome in the report may be positive or negative and may be contingent on assumptions or approximate information. At this stage Passportia does not have a view on the likely outcome. If within 4 weeks of the date of the report we receive in one email corrections or

#### **Passportia Limited**

Passportia Limited trading as Passportia.

Registered in England number 8656422. Registered Office: Only Connect, 32 Cubitt Street, London WC1X 0LR.  
Regulated by the Office of the Immigration Services Commissioner (OISC), reference number F201300772.

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Web: [passportia.org](http://passportia.org)

further information and we judge these likely to affect the outcome, then we will produce a fresh report at no extra charge.

**The service does not include:**

- i) Research of records, locating or obtaining certificates or evidence of events.
- ii) Further discussion or explanation of events which happened (or did not happen) or laws affecting nationality, beyond what is stated in the report.
- iii) Preparation or submission of any application to the UK authorities (If outcome positive, we would normally issue a client care letter for the applicable service and assign a caseworker).

**Fee**

Our fee for the Nationality Report is £200.00 (including VAT for residents of the UK or Isle of Man).

A Report for another family member costs £50 per person if ordered at same time.

**How to Make Payment**

As quoted above, payment will need to be sent and received by us prior to engagement. We accept payment in pounds sterling by credit or debit card through *PayPal* or by bank transfer to our client bank account which is as follows:

Natwest Bank	London City Of London Office 1 Princes Street Bank London EC2R 8BP
Account name	PASSPORTIA CLIENT
Account number	16704185
Sort code	60-05-11
IBAN	GB43NWBK60051116704185
BIC	NWBKGB2L

**IN THE PAYEE/BENEFICIARY REFERENCE, PUT FIRST NAME AND FULL SURNAME**

If you wish to use *PayPal* let us know in your email or phone us to pay by phone.

**Complaints**

Passportia aim continually to maintain high standard of service. If as a client you have any concerns regarding the conduct of your case, then please raise them with the Managing Director, Bruce Mennell. His email address is [bmennell@passportia.org](mailto:bmennell@passportia.org). Please let us know if you would like a copy of our complaints procedure. If we are unable to resolve matters to your satisfaction or you wish to pursue your complaint through other channels, you may contact our regulator the Office of the Immigration Services Commissioner (OISC)

Please read the "Passportia GDPR Statement" at <http://www.passportia.org/gdpr/> for information about how your data is processed. By making payment you agree to the terms and conditions set out above and confirm that you read Passportia's GDPR Statement and consent to the processing of the data you supply in accordance with that statement and have the necessary consents of others.

**Instructions**

*If you wish to proceed with a British nationality report, then print this document, fill in part below and email scan or photo of this page to [caseworking@passportia.org](mailto:caseworking@passportia.org) and make payment as set out above.*

*Fee is £200 per person, and £50 per family member if ordered at same time*

I instruct Passportia to perform an evaluation and prepare a report in accordance with the terms and conditions set out above.

Name ..... Email address .....

Home address .....

Reports ..... family members ..... others

Signature ..... [can be typed]

Date .....