



Telford & Wrekin
Co-operative Council

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to create a better borough



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Kinship Telford passport application guidance

October 2025



Step 1: Determine your legal status

Check if you have:

- **Parental responsibility through a legal order** (eg Child Arrangements Order, Special Guardianship Order)
- **Informal care arrangement** (you may need additional consent or court approval)

In some cases, the local authority will hold parental responsibility and so the Social Worker can apply for the passport using the [Guidance for social workers applying for a passport for a child](#) at [GOV.UK](#)

Timeframe:

Immediate, but court orders may take four to eight weeks if needed.



Step 2: Gather required documents

You'll need:

- Child's full birth certificate
- Your legal order (if applicable)
- Consent from all individuals with parental responsibility
- Your own ID documents
- Proof of address
- Passport photos

Timeframe:

One to two weeks.



Step 3: Clarify consent requirements

If you do not have sole parental responsibility:

- Obtain written consent from both birth parents
- If one parent disagrees, the applicant must demonstrate that the Special Guardianship Order (SGO) overrides this objection if applicable
- If consent is refused or unavailable, apply to **Family Court** using **Form C2**

Timeframe:

Court process may take four to eight weeks.



Step 4: Complete the application

Apply online at [GOV.UK](https://www.gov.uk) or use a paper form.

Tips:

- Clearly state your role as Kinship carer
- Include a cover letter explaining your situation
- Attach all supporting documents

Timeframe:

One to five days.



Step 5: Submit the application

Send via tracked post or submit in person at a passport office (keep note of your tracking number).

Timeframe:

One to three days.



Step 6: Wait for processing

As of August 2025:

- First child passport: 16 days average
- Child renewal: 15 days average
- Complex cases: allow four to six weeks (in some cases this can take months)

Applications may be delayed due to missing or duplicated requests between the Passport Office and local authority. You should follow up regularly with both services as the Passport Office and local authority may hold information needed for one another.

Timeframe:

Three to six weeks but longer if documents are missing or if further information is needed.



Step 7: Respond to any requests

HM Passport Office may ask for:

- Additional documents
- Clarification of your legal status
- Proof of attempts to contact birth parents
- The passport office may request details of both maternal and paternal grandparents

Kinship carers may lack access to full family histories and so social workers may be able to support with this if confidentiality allows. If information is unavailable, applicants must include a detailed explanation of search efforts or social workers if applicable.

Timeframe:

Each request can add two to four weeks to the overall timeframe.



Final tips

- Apply early – six months before travel would be ideal
- Keep copies of all documents



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