



# HOW TO RENEW A UK PASSPORT

The standard online route for adults applying from inside the UK

A 5-MINUTE MICRO-TEACH



**£102**  
standard online fee



**Usually 3 weeks**  
allow longer if checks are needed



**10 years**  
standard adult passport validity

## SIX SIMPLE STEPS

1



**CHECK THE ROUTE**

This poster covers a routine adult renewal. You must be 16 or over. First passports, child passports and lost or stolen passports have different guidance.

2



**GET READY**

Have these ready before you start:

- old passport
- digital passport photo
- debit or credit card
- supporting docs if details changed

3



**TAKE THE PHOTO**

Use a recent colour photo: clear, in focus and against a plain light background.

 **Do not:** smile, wear glasses, use filters, have shadows, cover your face or crop off your head.

*Upload the file or enter a photo-booth code.*

4



**APPLY ONLINE**

Use the official GOV.UK service. Enter your details, upload the photo and pay £102. A paper application costs £115.50.

5



**SEND DOCUMENTS**

Follow the instructions shown after payment. Send your old passport and any documents requested to the address HM Passport Office gives you.

6



**TRACK & RECEIVE**

Track progress using your application reference. Your new passport is delivered securely. Sign it before travel; your old passport is cancelled and returned.



**DO NOT BOOK TRAVEL UNTIL YOUR NEW PASSPORT ARRIVES**

It will have a different passport number, and applications can take longer if extra checks are needed.





**NEED IT FASTER?**

**1-WEEK FAST TRACK**  
£192 - appointment required

**1-DAY PREMIUM**  
£239.50 - eligible adult renewals  
*Book an appointment through GOV.UK.*



**SCAN TO START**

**Official GOV.UK service**  
[gov.uk/renew-adult-passport](https://gov.uk/renew-adult-passport)

Only use GOV.UK - avoid websites that add unnecessary fees.



Upload your photo and track your application from the official service.

Scope: routine adult renewal from within the UK. Information and fees checked 16 July 2026. Source: GOV.UK / HM Passport Office.

TRIP MICRO-TEACH RESOURCE

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