

# T&R Direct Insurance



## Lost Passports Procedure

A new procedure for reporting lost and stolen passports has been introduced. With effect from December 2003, if your passport is lost or stolen you will need to complete the new LS01 form to obtain a new one.

So if you are travelling abroad, check your passport at least one month before your trip so you have enough time to replace it if you need to.

### UK Passport Service safety advice:

- Make sure you keep a note of your passport number and a photocopy of the personal details page as this helps the UK Passport Service to issue you with a new one
- Keep your passport separate from other important items both at home and when travelling
- If your passport is lost/stolen within the UK call the Passport Advice line on 0870 521 0410 immediately to get an LS01/LSW01 form, or visit the UK passport service website ([www.passport.gov.uk](http://www.passport.gov.uk)). Alternatively, forms can be obtained from police stations, selected Post Office® branches and travel agents offering the Check & Send application service.

If your passport is lost/stolen overseas, report it to the local police and then contact the nearest British Consulate, Embassy or High Commission. They will be able to help you report the loss to the UK Passport Service and provide you with replacement travel documentation. For further information visit the UK passport service website (<http://www.passport.gov.uk/>).

These tips are for information only. They do not form part of a policy or contract of insurance.