

REGISTRATION PROCEDURE

1. Action in CMUs

- 1.1 Send the file to the Citizenship Ceremonies Support Team, minuted on the following lines:

"Declaration of renunciation made by _____ who was born on _____ in _____ and is/and asserts he is a British citizen (by descent/otherwise than by descent)/a British Overseas citizen/a British subject/under section of the British Nationality Act 1981. Evidence has been seen that he is about to become a citizen of _____ (copies within). The RN1 is in order, the fee has been collected and the declaration has been registered";

together with:

- both parts of the Form RN1; and
- the computer print-out of the confirmation screen; and
- 2 copies of the appropriate stock letter; and
- any documents

- 1.2 If the declaration is to be registered without full evidence of British citizenship (see 19.7.3.1), the stock letters should include an added paragraph as follows:

- if declaration made abroad
"When the declaration is given/sent to the declarant, he should be warned that the declaration has been registered only on the basis of his assertion that he was a British citizen at the time the declaration was made." or
- if declaration made in the United Kingdom
"The declaration has been registered only on the basis of the

assertion that you/your client were/was a British citizen at the time the declaration was made."

2. **Action in the Citizenship Ceremonies Support Team**

2.1 Stamp both copies of Form RN1 to show that the declaration has been registered and on what date.

2.2 Note the following information:

- the citizenship or status renounced; and
- the other citizenship or potential citizenship

2.3 If the declarant acquired the citizenship or status being renounced by registration or naturalisation before October 1986:

- endorse the Home Office and the declarant's copy (if available) of the certificate of registration or naturalisation as follows:

"the holder ceased to be a _____ by declaration
of renunciation (RN1/ _____) registered at
on"; and/or

- note any other manual records (e.g. index cards, overseas returns etc)

2.4 If the declarant acquired the citizenship or status being renounced by registration or naturalisation after September 1986:

- endorse the declarant's copy (if available) of the certificate of registration or naturalisation as in 2.3 above; and/or
- note any other manual records as in 2.3 above

NB. The computer will automatically cross-reference the renunciation to any relevant registration or naturalisation granted after September 1986.

2.5 RESTRICTED - NOT AVAILABLE FOR DISCLOSURE

- 2.6 Send the declarant's British passport (if available) to the IPS with an explanatory note.
- 2.7 Despatch the declarant's copy of the declaration with the completed stock letter and any documents.
- 2.8 Remove the Home Office copy of the declaration from the file and place it in the Agency's records.
- 2.9 Send the file to Layby, unless there is a request to send it elsewhere.