

## 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/she 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/she 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 Overseas citizenship (see 41.7.3.1), the stock letters should include an added paragraph as follows:

If declaration made abroad

"When the declaration is given/sent to the declarant s/he should be warned that the declaration has been registered only on the basis of her/his assertion that s/he was a British Overseas 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 Overseas

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:

a. 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

b. 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:

a. endorse the declarant's copy (if available) of the certificate of registration or naturalisation as in 2.3 above; and/or

b. 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 Lay the file by unless there is a request to send it elsewhere.