

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 National (Overseas). Evidence has been seen that he is about to become a citizen of _____ (copies within). The RN3 is in order, the fee has been collected and the declaration has been registered"; together with

- both parts of the Form RN3; and
- the computer print-out of the confirmation screen; and
- 2 copies of the appropriate stock letter; and
- any documents

- 1.2 Send a photocopy of the declaration to the Consular Section of the British Consulate-General, Hong Kong (which maintains a central register of British Nationals (Overseas)).

- 1.3 If the declaration is to be registered without full evidence of British National (Overseas) status (see 52.7.4.1), the appropriate 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 National (Overseas) at the time the declaration was made."
- 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 National

(Overseas) at the time the declaration was made."

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

2.1 Stamp both copies of Form RN3 to show that the declaration has been registered and on what date.

2.2 Note the following information:

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

2.3 RESTRICTED - NOT AVAILABLE FOR DISCLOSURE

2.4 Send the declarant's British passport (if available) to the IPS with an explanatory note.

2.5 Despatch the declarant's copy of the declaration with the completed stock letter and any documents.

2.6 Remove the Home Office copy of the declaration from the file and place it in the Agency's records.

2.7 Send the file to Lay By unless there is a request to send it elsewhere.