

HANDLING OF LOST/STOLEN AND FOUND PASSPORTS POLICY

1. POLICY STATEMENT

- 1.1 British Transport Police (BTP) will fully comply with the guidance from the UK Passport Service with regards to dealing with lost/stolen and found passports, as detailed in the associated Standard Operating Procedures document. It will be enforced by BTP Officers, PCSOs and BTP Accredited Officers.

2. OVERVIEW

- 2.1 This policy replaces all previous lost/stolen and found passport policy and procedures. It has been written to reflect changes in guidance and recommendations by the UK Passport Service.
- 2.2 This policy applies to England, Wales, Scotland and Northern Ireland unless otherwise stated.
- 2.3 This policy applies to all police officers and police staff, including Special Constables and Police Community Support Officers (PCSOs).

3. APPLICABLE DATE, MONITORING AND REVIEW

- 3.1 This policy is applicable from 31 July 2006.
- 3.2 This policy will be reviewed on 31 July 2009.

4. OWNERSHIP

- 4.1 This policy is owned by ACC (Operations).



4.2 Any questions and comments related to this policy should be directed to FHQ Operations.

5. ASSOCIATED DOCUMENTS

5.1 British Transport Police Handling of Lost/Stolen and Found Passports Standard Operating Procedures.

5.2 Lost passport reporting form [LS01](#)

5.3 Found passport reporting from [R01](#)