



BRITISH EMBASSY
Consular Section

República de El Salvador and Naciones Unidas Avenue
Citiplaza Building, 12th floor - Quito



WHERE TO FIND US

Telephone: (+593) (0) 2-2970-800 / 801 / Fax: (+593) (0) 2-2970-807

E-mail: consuio@uio.satnet.net

Website: www.UkinEcuador.fco.gov.uk

Emergency contact

Duty Officer Mobile No: (+593) (0) 9-2029-944
(outside working hours)

Honorary British Consulate in Guayaquil

c/o Agripac, General Córdova 623 y Padre Solano, Guayaquil
Telephone: (+593) (0) 4-2560-400 ext. 318 / Fax: (+593) (0) 4-2562-641
Email: Rocio.Torres-HonCon@fconet.fco.gov.uk

Honorary British Consulate in Galapagos

c/o Eticapa, Barrio Estrada, Puerto Ayora, Isla Santa Cruz
Telephone: (+593) (0) 5-2526-159 / Fax: (+593) (0) 5-2526-591
Email: David.Balfour-HonCon@fconet.fco.gov.uk

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CONSULAR SECTION

HOW CAN WE HELP

We can:

- issue replacement of passports;
- provide information about transferring funds;
- provide appropriate help if you have suffered rape or serious assault, are a victim of a crime, or are in hospital;
- help people with mental illness;
- provide details of local lawyers, interpreters, doctors and funeral directors;
- offer support and help in a range of other cases, such as child abduction, detentions, death of relatives, missing people and kidnapping;
- contact friends and family for you in emergencies, if you want

BRITISH NATIONAL PASSPORT SECTION

OPENING HOURS

For applications

Monday to Thursday

08:00 - 12:00 / 14:00 - 15:30

Friday: 08:00 – 12:00

Telephone: 02-2970-800 ext. 2223 / 2236

Fax: 02-2970-807

Website: www.UkinEcuador.fco.gov.uk

Application forms

Application forms can be collected from the Consular Section within opening hours or downloaded from our website, in Adobe's PDF format only.

Form C1: if you are applying for a United Kingdom passport and are a British citizen, British Dependent Territories citizen, British Overseas citizen, British Subject and British Protected person and are **over the age of 16**.

Form C2: same as form C1, but for people **under the age of 16**.

Form BNO-A: if you are applying for a United Kingdom passport and are **over the age of 16** and a British National (Overseas) having a close connection with Hong Kong. Please refer to the accompanying notes when completing your application.

Form BNO-B: same as form BNO-A, but for people **under the age of 16**.

APPLICATIONS

All applications must include:

- the completed form (incomplete applications will not be accepted)
- original documents
- current passport
- two identical recent photographs (see photograph regulations section)
- the appropriate fee
- fees are paid in US dollars. We only accept payment in cash.

Passport photograph regulations

All passport applications must include two identical recent passport photographs. The quality, style and appearance of photographs must meet the following standards:

- Recent & identical photographs (45mm x 35mm)
- A close-up of your head and shoulders so that your face covers approximately 65 to 70% of the photo
- Taken against an off-white, cream or light grey plain background so that your features are clearly distinguishable against the background
- Smile, but lips must be closed

* We strongly advise you to read the guidance notes which accompany each application form before completing the relevant form.

Processing Times: Applications take up to 10 working days to process from the moment of receipt of the completed documentation.

- The Consular Section issues **Biometric passports** only, which have replaced the machine readable passports (MRP) from April 2006.
- We cannot accept the Identity and Passport Service (IPS) application forms. Therefore, please ensure that you complete the correct form before submitting your application.
- We recommend you apply for a replacement passport six months before your current passport expires, even if you have no immediate travel plans. Many countries require travellers to have more than six months left on their passports on entry.

Expired Passports

Expired passports will be cancelled and returned. We cannot unite them to new passports, neither can we transfer visas or residence stamps to new passports. The authorities of the countries concerned must do this. If your previous passport has expired, you may be asked to produce full supporting documentation.

- Old passport
- Completed Form C1 or C2
- 2 Photographs (see requirements at the start of this section)
- Pay fee
- If born abroad, attach original of Certificate of Citizenship, either registration or naturalisation.

Requirements for renewal of a lost or stolen passport

- Police report or a statutory declaration made at a police station.
- Any loss or theft of your passport should be reported on the LS01 form, which you will have to complete in order to obtain a replacement passport.
- 2 Photographs (see requirements at the start of this section)
- If available, copy of lost/stolen passport or any other ID
- Fee
- If you regularly have your passport lost or stolen, we reserve the right to reduce the length of replacement passports.

Remark: When a lost / stolen passport has been replaced by a new one, you will need to approach the Immigration Office in order to get a fresh entry stamp in your new passport. You will need to show the original police report. A small fine (usually \$5) will be charged.

Requirements for renewal of a BNO passport:

- Old passport
- Completed Form BNO-A or BNO-B
- Hong Kong Permanent Identity Card
- 2 Photographs (see requirements at the start of this section)
- Fee

Requirements for an application for a first passport:

- Completed Form C1 or C2
- British or local Birth Certificate
- Parent's British passport and full Birth Certificate
- Parent's Marriage Certificate (if father is a British Citizen)
- 2 Photographs (see requirements at the start of this section)
- Fee

Passport Fee Payment

Ecuador's legal currency is US dollars. **Fees must be paid in cash.**

No personal bank / traveller's cheques or credit / debit cards are accepted.

Fees are subject to change without notice

Consular exchange rate: £1 = 2.10

Fees as of 1 August 2007

- Adult Biometric Passport: (£119) US\$ 250
- Child Biometric Passport: (£ 76) US\$ 160
- Jumbo Biometric passports (£144) US\$ 302

CONSULAR ASSISTANCE WORK

We do all we can to help British nationals who find themselves in difficulty in Ecuador:

- **If you are arrested:** we aim to contact you within 24 hours of being informed of your arrest and visit you within 48 hours. We can provide you with a list of local lawyers and notify your next of kin, if you wish. We visit long-term prisoners at least once every three months.
- **In the event of a serious accident or illness:** we aim to visit you in hospital within 24 hours of being notified, if friends or relatives are unavailable.
- **In the event of a death:** we will inform the Foreign and Commonwealth Office (FCO) immediately and ask them to contact your next of kin. We can advise on arrangements for burial, cremation or repatriation of remains.
- **If you are without money:** we can advise you on how to transfer money from the UK or elsewhere and contact friends and relatives if you wish.

BRITISH NATIONALITY

This is a highly complex area. Many factors contribute to deciding someone's eligibility for British nationality and we are here to advise you. You are welcome to consult us on claims to British nationality of your Ecuador-born child, and naturalisation, registration, renunciation and resumption of British nationality.

There is no charge for advice, but applications for any of the above are subject to fees. As these applications are processed by the Home Office, we cannot set target times within which they should be completed.

Most British nationals are British citizens. All British citizens have the right to live in the United Kingdom, and are also European Union nationals. However, there are also categories of people who fall within the heading of "British national", but who are not "British citizens". All can receive the support explained in this guide.

Examples of other types of “British national” are:

- **British Overseas Territories citizens (BOTC)** - formerly British Dependent Territories citizens.
- **British Overseas citizens (BOC)**, originally gained British nationality through a connection with a former British territory that has since become independent.
- **British national (overseas) (BN(O)s)**, formerly British Dependent Territories citizens who gained their status from a connection with Hong Kong. They registered as BN(O) before Hong Kong reverted to Chinese sovereignty on 1 July 1997, and kept BN(O) status after that.

DUAL NATIONALITY

British nationals who are also national of another country cannot be protected by Her Majesty’s Representatives against the authorities of that country. If, under the law of that country, they are liable for any obligation (such as military service), the fact that they are British nationals does not exempt them from it. A person having some connection with a Commonwealth or foreign country (eg by birth, by descent through either parent, by marriage or by residence) may be a national of that country, in addition to being a British national. Acquisition of British nationality or citizenship by a foreigner does not necessarily cause the loss of nationality of origin.

If you are a dual national travelling on your British passport in a third state (that is, a country of which you are not a national), we will offer you our full support. If you are travelling on the passport of your other nationality, we will normally direct you to that state’s local Embassy, High Commission or Consulate. We may make an exception to this rule if, having looked at the circumstances of the case, we consider that there is a special humanitarian reason to do so.

CONSULAR BIRTH REGISTRATION

- If your child is a first generation born outside the UK (Ecuador), the registration of your child's birth with the Embassy is not obligatory. However we do recommend registration of the birth as this will provide your child with a British style birth certificate and proof that he or she is a British Citizen.
- It is compulsory for the second generation born outside the UK (Ecuador), if British nationality is desired.

A consular birth certificate is the only Birth Certificate issued by the British Government that states the holder is a British Citizen and under which section of the relevant Nationality Act this citizenship is derived. Please note that Birth Certificates issued in the United Kingdom do not have these features. Unlike Birth Certificates issued by British Missions, a Birth Certificate issued in the United Kingdom does not confer on its holder British Nationality.

If you wish to register your child's birth you should provide all the following documents:

- a) Completed application form
- b) Parents birth certificates. In the case of a British parent, we need to see the full (long) version
- c) Parents passports
- d) The parents' marriage certificate *
- e) The child's Ecuadorian birth certificate issued by the local authority (not the hospital certificate)
- f) Parents' British registration/ naturalisation certificate (if applicable)
- g) Fee (Please note that the birth registration fee does not include a copy of the British Birth Certificate. The additional fee must be paid, if required).

All these documents must be the original documents. We cannot accept photocopies. We will, of course, return your original documents to you at once.

DEATH CERTIFICATES

Should any British national die whilst in Ecuador (either resident or visitor), their death can be registered at the Consular Section. There is no obligation for the death of British nationals abroad to be recorded in this way. However there are the advantages that a British form of death certificate is then available and that a record of the death is afterwards held at the General Register Office in the United Kingdom.

To register the death we require:

- a) Local Death Certificate;
- b) Evidence of deceased's claim to British nationality (eg Birth certificate, Passport, Certificate of Naturalisation);
- c) Completed application form
- d) Fee (additional fee must be paid to obtain a certified copy, if required).

MARRIAGE IN ECUADOR

In the UK:

You should approach a Registry Office in the area where you live in the UK and explain that you intend to get married abroad. They will ask you to submit the following documents in order to qualify for a Certificate of No Impediment.

- a) Original full Birth Certificate
- b) British Passport
- c) Fianceé's Ecuadorian Identification card/passport
- d) Divorce documents duly legalised and translated into Spanish (if applicable)

You will be requested to:

- Administer an oath that there is no impediment to your getting married (subject to fee)
- Complete a Notification of Marriage form (subject to fee), which will be displayed in a public area for 21 days.
- After 21 days, the Registry Office will issue a “certificate of no impediment” in English (subject to fee)

In Ecuador:

- If available, Certificate of No Impediment, from the UK (English version)
- Original full Birth Certificate
- British passport
- Fiancee’s Ecuadorian identification card or passport
- Appropriate fee to issue a Spanish version of the Certificate of No Impediment on the same day (this is the document you will need to submit to the Ecuadorian Registry Office)

(*) If a Certificate of No Impediment has not been obtained in the UK, non-resident British nationals would need to wait 21 days from their arrival to Ecuador to apply at the Consulate for this document. You will be asked to complete and sign a Notice of marriage and to administer an oath that there is not any impediment to the marriage. After the notice of marriage has been on the Consulate’s notice board for 21 days, a Certificate of No Impediment in Spanish will be issued. Only after this (a total of 42 days) is it possible to marry in Ecuador.

NOTARIAL SERVICES (Certifying a legal document)

(*) From 4 April 2005, documents which have been certified (apostilled) by the Foreign Commonwealth Office (FCO) in London, no longer need to be legalised by the Consular Section at the British Embassy.

The Consular Section can provide the following notarial services:

• Legalising signatures:

No longer necessary to legalise documents that have been apostilled by FCO (Foreign and Commonwealth Office) due to the “Apostille Hague Convention” of 5 October 1961, which came into force as from 4 April 2005. (*)

• Supplying witness

Amongst others, we can supply witness with certification of authorised translators, where required.

• Certifying a copy of a document

We can verify that a copy of a document is a true copy.

• Preparing a certificate or document

In standard or non-standard forms

- **Administering an oath or affirmation**

Waiting time: 1 working day

- **Attesting or legalising a signature of documents**

We can legalise documents issued in some Commonwealth countries.

We can also legalise documents issued in Ecuador, which need to be sent to certain Commonwealth countries not part of the “Apostille Hague Convention”.

SERVICES THE CONSULATE IS UNABLE TO PROVIDE

- Get you out of prison, prevent the local authorities from deporting you after your prison sentence, or interfere in criminal or civil court proceedings
- Make travel arrangements for you, or find you work or accommodation
- Give legal advice, investigate a crime or carry out searches for missing people, although we can give you details of people who may be able to help you in these cases, such as English-speaking lawyers
- Supply money for payment of bills
- Get you better treatment in hospital or prison than is given to local people
- Provide free interpretation or translation services
- Make business arrangements on your behalf
- Assist you if you hold dual nationality, British and Ecuadorian.

CONSULAR REGISTRATION

- The British Embassy aims to hold a consular registration database for long stayers, residents and short term visitors in Ecuador.

If you are resident here, or are visiting for more than a few days, please, if you have not already done so, complete a registration card available from the consular section or register online, through our new improved online registration service called LOCATE for British nationals travelling or living abroad: <https://www.locate.fco.gov.uk/locateportal/>

- Keep your registration information up-to-date (e.g. inform us of any change of address), and let us know if you are leaving the country permanently.

This information is important since details of the British community in Ecuador form part of our Emergency Plan. With accurate information we will be more able to help British citizens in the event of an emergency.

For further information please visit: www.UkinEcuador.fco.gov.uk

Full contact details can also be sent via e-mail: registrations.quito@fco.gov.uk

- Full Name
- Date/Place of Birth
- Passport details (number and date/place of issue)
- Expiry date of passport
- Other citizenship or nationality
- Occupation
- Marital Status
- Details of spouse
- Immigration status in Ecuador (resident / tourist / student / voluntary work / other)
- Expected date of departure
- Number of children (details)
- Local Address
- Telephone / Mobile / Fax numbers / E-mail address
- Next of kin or other person to be notified if necessary (full contact details)

TRAVEL ADVICE

- Our travel advice is designed to help British travellers to make informed decisions about travelling abroad.
- The British Embassy in Quito amends Ecuador's Travel Advice whenever anything significant occurs, or is about to occur, in the country.

www.UkinEcuador.fco.gov.uk

www.fco.gov.uk/travel

It includes information on threats to personal safety arising from political unrest, conflicts, terrorist activities, demonstrations, lawlessness, violence, natural disasters, epidemics, etc.

The FCO travel website also contains important general information on safety abroad, under the heading "Know before you go".

For gap year travellers, the following website will give you travel tips and useful hints on planning your trip: www.gogapyear.com

Staying Safe Overseas

- Be aware of security and take sensible precautions
- Keep an eye on news reports of any problems in places you plan to visit.
- Stay in touch with family and friends in the UK, especially if you are travelling alone or in a remote area.
- Keep to local laws and customs.

Useful Travel Information

•**AEROPUERTO MARISCAL SUCRE**

Av. Amazonas y de La Prensa - Quito

Tel. (+593) (0) 2-2944-900

Website: www.quiport.com

•**AEROPUERTO JOSE JOAQUIN OLMEDO**

Av. de las Américas - Guayaquil

Tel. (+593) (0) 4-2169-000

Website: www.tagsa.aero

•**DIRECCIÓN NACIONAL DE MIGRACIÓN**

(MIGRATION AUTHORITY)

José Felix Barreiro N50-45 y Alamos - Quito

Tel. (+593) (0) 2-2412-586

Website: www.migracion.gov.ec

•**JEFATURA PROVINCIAL DE MIGRACIÓN DE PICHINCHA**

Avenida Amazonas y República - Quito

Tel. (+593) (0) 2-2454-122 / 2272-811

•**OFICINA DE MIGRACION DEL NORTE**

Isla Seymour 1152 y Río Coca - Quito

Tel. (+593) (0) 2-2247-510 / 2430-170

•**JEFATURA PROVINCIAL DE MIGRACION DE GUAYAS**

Av. Jaime Roldos Aguilera (opposite bus station) - Guayaquil

Tel. (+593) (0) 4-2140-002 / 2140-010

•**JEFATURA PROVINCIAL DE LA POLICIA JUDICIAL**

Av. Ramón Roca 582 y Juan León Mera - Quito

Tel. (+593) (0) 2550-243

•**POLICIA NACIONAL - SERVICIO DE SEGURIDAD TURÍSTICA**

Reina Victoria No. N21-208 y Ramón Roca - Quito

Tel. +593 (0)2 2543-983 / 2522-293

Email: ssturistica98@yahoo.com

•**MINISTRY OF TOURISM**

Av. Eloy Alfaro y Pasaje Tobar – Quito

Tel. (+593) (0) 2-2507-555 (Fiscalía de Turismo ext. 1014 / 1015)

Website: www.vivecuador.com

•**MINISTRY OF FOREIGN AFFAIRS**

Av. 10 de Agosto y Carrión – Quito

Tel. (+593) (0) 2-2227-025

Website: www.mmrree.gov.ec

VISA SECTION

OPENING HOURS

Presentation of applications:

Monday to Thursday: 08:00 - 11:00 / Friday: 08:00 - 10:00

Collection of visas:

Monday to Thursday: 15:30 / Friday: 12:00

E-mail: consuio@uio.satnet.net

Website: www.visainfoservices.com / www.visa4uk.fco.gov.uk

INFORMATION SPECIFIC TO VISAS

All Ecuadorians require a visa for entry to the UK, regardless of the reason of travel.

For details on visa requirements for other nationals, and for all the different types of visa, please visit: www.visainfoservices.com

Even if your nationality does not require a visa, any non-EU foreign national entering the UK will need to satisfy the Immigration Officer on arrival that they meet the requirements of the UK Immigration Rules.

There are various different types of visa available for the UK. Please check our local website for details or visit the Consulate. **Each type of visa has recommended documents that should support the application. The onus is on the applicant to submit these with the application. Applications may be refused if not correctly supported with appropriate documentation. The Visa Section operates a no refund policy.**

We welcome your views on the support we provide. They help us to identify what we do well and what we could do better. If you have any comments on the support you received, please write to:

feedback.consular.services@fco.gov.uk

or

consuio@uio.satnet.net

If you are not satisfied and want to make an official complaint, please write to the FCO Director of Consular Services at the address below:

complaint.consular.services@fco.gov.uk

or

consuio@uio.satnet.net

March 2008