

Passport Live Activities

Key Activity List (sheet):			
Number	Activity	Responsibility for Each Activity	Evidence for Each Activity
1	Applicant completes application on live capture system	DMO	Application forms on request
2	Processing at head office	Director:Travel Documents	Track & trace report
3	Passport section quality assures passport and despatch to office of application	Director:Travel Documents	Track & trace report
4	Office of application receives and scans all passports as received	DMO	Track & trace report