

If you wish to apply for a Home Office travel document on form TD112 (version 04/2009), please read these guidance notes and the separate photograph guidance before making your application.

CONTACTING US

Our main website address and telephone numbers for contacting us are given below.

OUR WEBSITE	IMMIGRATION ENQUIRY BUREAU	APPLICATION FORMS UNIT
www.ukba.homeoffice.gov.uk	0870 606 7766	0870 241 0645
For information about Immigration law and policy, and to see and download application forms and guidance notes	Monday - Thursday: 9.00 - 4.45 Friday: 9.00 - 4.30	Monday - Thursday: 9.00 - 4.45 Friday: 9.00 - 4.30
	For general immigration enquiries and information	For application forms and guidance notes only

The premium service at our Public Enquiry Offices is NOT available for travel document applications.

GUIDANCE NOTES

1 HOW DO YOU QUALIFY FOR A HOME OFFICE TRAVEL DOCUMENT?

To qualify for a Home Office travel document other than a one-way travel document, you must be lawfully resident in the UK in one of the **eligible groups** listed in part 2 of these notes, and have indefinite leave to enter or remain in the UK, or limited leave to enter or remain of which more than 6 months is outstanding when you apply for a travel document (see part 3 of these notes).

2 WHICH ARE THE ELIGIBLE GROUPS?

There are five groups. The first two are listed immediately below.

a. A refugee who has been granted asylum - If you have been recognised as a refugee under the 1951 United Nations Convention Relating to the Status of Refugees, you may apply for a Convention Travel Document (blue).

b. A stateless person - If you have been recognised as stateless person under the 1954 United Nations Convention Relating to the Status of Stateless Persons, you may apply for a Stateless Person's Document (red).

The other three groups are at **c.**, **d.**, and **e.** **Please note** that if you are in any of these particular groups, you must provide either:

- **documentary evidence that you have previously applied to your national authorities for a passport or travel document, and that your application has been formally and unreasonably refused;**

- **or, exceptionally, a written explanation with any relevant documentary evidence as to why you cannot or should not have to provide such evidence.**

The groups subject to these requirements who may apply for a Certificate of Travel (black) are:

- c. A person granted humanitarian protection for a limited period following a refused asylum claim.**
- d. A person granted indefinite leave to remain.**
- e. A person granted exceptional or discretionary leave to enter or remain for a limited period following a refused asylum claim.**

3 LESS THAN 6 MONTHS' LEAVE OUTSTANDING

Most countries will not accept a travel document with less than 6 months' validity at the time of any return journey to the UK.

If you were granted limited leave as described in part 2 but have less than 6 months remaining, you may apply for an extension of stay.

To apply for an extension, you must obtain the relevant application form - see part 22 of this guidance on page 4.

If you are granted leave for a sufficient period, you may then apply for a Home Office travel document.

4 ONE-WAY TRAVEL DOCUMENT

If you are in the UK and are a national of any other country, you may apply for a one-way document.

Your immigration status is not applicable for such an application.

5 WHICH TYPE OF TRAVEL DOCUMENT SHOULD YOU APPLY FOR?

You should apply for the appropriate document for the group to which you belong among those listed in part 2 of these notes. The table below sets out the Home Office status letters and documents most frequently issued to persons who may qualify for a Home Office travel document.

Type of travel document	Possible Home Office status letter	Fee - adult	Fee - child aged under 16
Convention Travel Document	ACD 0122 / ACD 2151 / ADL 1 / ASL 2167 / GEN 23 / GEN 22 / ICD 0726	£72	£46
Certificate of Travel	ACD 1047 / AD 1080 / ACD 2164 / ACD 2168 / ACD 2169 / ADL 27 / GEN 19 / ICD 0009 / ICD 0128 / ICD 0717 / RON 58 / RON 60	£215	£135

6 TO WHICH COUNTRIES CAN YOU TRAVEL WITH A HOME OFFICE TRAVEL DOCUMENT?

Convention Travel Document (blue) will normally be valid for travel to all countries except those from which asylum was sought and/or your country of origin.

Stateless Person's Document (red) will normally be valid for travel to all countries.

Certificate of Travel (black) will normally be valid for travel to all countries except those from which asylum was sought or humanitarian protection was given and/or your country or origin.

However, countries that are party to the Schengen agreement, along with the Republic of South Africa, will not usually accept a Home Office Certificate of Travel as a valid travel document.

Before applying for a Home Office travel document, we would advise you to check with the embassy or high commission of the country to which you wish to travel.

7 CHILDREN

It is not possible for children to be named on the travel document of their parent or guardian.

Children who wish to hold a travel document should apply on a separate application form. If they are aged under 16, they may apply for a child's document.

If they are aged 16 or over, they must apply for an adult document.

Children should normally travel on a British passport if they were born in the United Kingdom:

- on or after 1 January 1983 to a parent who was a British citizen on the date of the child's birth, or;
- on or after 1 January 1983 to a parent who was settled in this country on the date of the child's birth.

Further information on the nationality of children born in the UK on or after 1 January 1983 is available on the British nationality pages on our website. You can also call the nationality helpdesk number **0845 010 5200**.

8 ENSURING YOUR APPLICATION IS COMPLETE

To ensure that your application is complete, please do the following:

- Apply on the current version of TD112.
- Pay the correct fee by a method specified in the payment guidance.
- Enclose two identical colour photographs of yourself against a white background as specified in the separate photograph guidance, and make sure one of the photographs is certified by a professional person as specified at section 8 of the form.
- Enclose your original status letter or residence permit from the Home Office showing that you have permission to stay in the UK.
- Enclose any current or expired passports, travel documents, identity cards, or visa promise letter(s).
- If you are aged 17 or under, make sure that section 5 is completed as specified.
- If you are aged 16 or over, sign section 6 as specified.
- Make sure that the declaration at section 7 is signed as specified.
- Make sure that section 8 is completed by a professional person as specified.
- Send the application by prepaid post to the UK Border Agency address given on the form.

9 DOCUMENTS

The documents provided with the application **must be originals**.

Copies are not acceptable unless there is a valid reason for not being able to provide the original document.

Any documents which are not in English must be accompanied by a reliable English translation.

Make sure passports or travel documents are signed.

10 COMPLETING THE FORM - GENERAL

Please use a black pen to complete the form; write names, addresses and similar details in capital letters.

In the payment details and other sections where you give personal details and addresses, leave an empty box between each part of the name and of the address.

Please note that if the application is successful, the travel document will be issued using the personal details in your passport, travel document or ID card.

Take care to complete all sections as required. Follow the guidance on page 2 of the form when completing the payment details.

If you need help with any of the questions, you can seek advice by telephoning **0870 606 7766**.

You must enclose a letter of explanation if you are unable to provide all the required information or any relevant specified documents.

11 COMPLETING THE FORM - SECTION 4

When completing this section, **please note** that we would not consider the refusal of a passport or travel document by your national authorities to be unreasonable if you were not prepared to undertake military service in your country, or if you have a criminal record there, or if you did not provide evidence to confirm your identity.

12 COMPLETING THE FORM - SECTION 5

If you are aged 17 or under, your parent, guardian or other person with parental responsibility must give consent by completing 5.1 and 5.2 and by signing 5.3.

If you are 16 or 17 but do not have a parent, guardian or other person with parental responsibility to give their consent, you must provide an explanation for this. Only 5.2 needs to be completed.

13 COMPLETING THE FORM - SECTION 6

If you are aged 16 or over, you must give your signature as specified. Do not sign if you are under the age of 16.

Your signature will be scanned. Please make sure it stays within the border (as shown below).

Signature

JOHN SMITH

14 COMPLETING THE FORM - SECTION 7

If you are aged 16 or over, you must sign the declaration in section 7.

If you are under the age of 16, your parent or another

person with legal responsibility for you must sign on your behalf.

15 PHOTOGRAPHS

You must provide two identical colour passport-size photographs of yourself. **They must be in the format specified in the separate photograph guidance for Home Office travel document applications.**

A professional person as specified in section 8 of the form must certify the photographs by writing on the back of one of them **"I confirm that the enclosed photographs are a true and correct likeness of..."** followed by the full name and Home Office or port reference number of the applicant as given in section 1 of the form.

The professional person should then sign the back of the photograph underneath those words.

If the application is successful, the photograph you provide will be reproduced in your travel document.

16 FINAL CHECKS

Please check carefully that you have completed each section relevant to your application and that you have enclosed the necessary documents.

If, after posting, you realise that you have forgotten to enclose something, do not send it separately as this will only delay the application. If any documents or information are missing, we will return your application to you with a request for the missing item(s).

17 POSTING YOUR APPLICATION

The address to which you must send an application on form TD112 is:

**UK Border Agency
Travel Documents FPU
Lunar House
40 Wellesley Road
Croydon
CR9 2BY**

Posting it to any other address will delay your application. This address is only to be used when sending your application. Please use the slightly different address given in part 21 of this guidance for any other correspondence about your application.

18 CHECKING YOUR APPLICATION'S PROGRESS

You may check on the progress of your application by calling **0870 606 7766**. If there is a problem with your application we will let you know as soon as we can.

Please note that you cannot check the application's progress or submit documents in connection with it by visiting one of our Public Enquiry Offices.

19 LOST OR STOLEN TRAVEL DOCUMENTS

If you are applying to replace a lost or stolen travel document, you must provide a **police report and crime reference number**, together with clear and concise details of the circumstances of the loss or theft. We may need to make enquiries before we can issue a replacement, and these may sometimes take a while to resolve.

The checks made before issuing a travel document are necessary to prevent the misuse of identities.

20 PRIORITY REQUESTS

Applications are dealt with in the order in which they are received. **Please note** that we will **only** deal with an application out of turn if there is a medical emergency or a family funeral. In this case documentary evidence **must** be submitted in the form of a recent medical report, doctor's letter or death certificate by fax on **020 8760 3385** before we can consider giving an application priority.

If no evidence is submitted, or it is decided that priority consideration is not appropriate, the application will remain in the queue and will be dealt with in date order.

21 CONTACTING US AFTER YOU HAVE APPLIED

To send us more information about your application, write to the following address (not the one to which you posted your application):

**UK Border Agency
Travel Documents Section
Lunar House
40 Wellesley Road
Croydon
CR9 2BY**

and give the following details in your letter:

- *the applicant's full name, date of birth and nationality*
- *any Recorded or Special Delivery number*
- *the date on which the application was posted*
- *Home Office/port reference number if you have one.*

22 OBTAINING ANOTHER FORM

You can obtain application forms, guidance notes and the separate UKBA photograph guidance from our website at **www.ukba.homeoffice.gov.uk**. If you are unable to obtain the form and accompanying guidance from our website, our Application Forms Unit on **0870 241 0645** will be able to help but it will take longer.

23 OTHER ENQUIRIES

For enquiries other than obtaining an application form, consult our website or call **0870 606 7766**.

We also have the following freephone textphone number:
0800 38 98 28 9.

24 CHOOSING AN IMMIGRATION ADVISER

Immigration advisers are regulated by the Office of the Immigration Services Commissioner (OISC). Their website at **www.oisc.gov.uk** contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives. If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

**Office of the Immigration Services Commissioner
5th Floor,
Counting House
53 Tooley Street
London
SE1 2QN**

Telephone: **0845 000 0046**

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on **0870 606 2555** or visit their website at **www.sra.org.uk**

The address and telephone number for any complaints about a solicitor are:

**Legal Complaints Service
Victoria Court
8 Dormer Place
Leamington Spa
Warwickshire
CV32 5AE**

Telephone: **0845 608 6565**

25 COMPLAINTS ABOUT OUR SERVICE

If you wish to make a complaint about our service, please refer to the complaints page on our website for detailed information on how to do so. If you are unable to access the website or if you need further advice after reading the information on the complaints page, please telephone our Immigration Enquiry Bureau on **0870 606 7766**.

26 DATA PROTECTION NOTICE

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments, and other bodies for immigration purposes or to enable them to perform their functions.

We may also use the information provided by you for training purposes.

The information in the payment details page will be known to the private contractor engaged by the Home Office to process application fee payments.