

## Home Office Travel Documents

### Staff guidance

The Travel Document section, United Kingdom Border Agency (UKBA) is responsible for the consideration and issue of Home Office travel documents to both Commonwealth citizens and foreign nationals.

The term travel document describes any document issued for the purpose of travel, which is not a national passport and so does not recognise the holder's right to the nationality of the issuing authority's country. The documents issued are only to facilitate travel. They are not identity documents and do not confer national status on the holder. Four types of document are issued to those who are normally unable to obtain a passport from any issuing state:

- Refugee Document (blue)
- Stateless Person Document (red)
- Certificate of Travel (previously Certificate of Identity until March 2008) - (CoT black, CID brown)
- Declaration of Identity (TDB 137) (single sheet of paper)

Home Office Travel documents may be forwarded with an application for a first time passport.

When the application is clear for issue, and not before, the examiner should cancel the travel document by cutting the top right hand corners from the front and back covers and stamping all pages with the 'CANCELLED' stamp before returning it to the Travel Documents section by DX Secure pouches which should be clearly marked and sent to Globe House Mail Room.

The cancelled travel document should be placed in the DX Secure pouch and clearly marked 'Travel Document Section'. The address below should be also entered on to the envelope before placing in the pouch.

When an application is accompanied by a valid Home Office Travel Document and a British passport has been issued then the Home Office Travel Document should be cancelled and forwarded to the Travel Documents Section (as per above) using Secure Delivery (Please see Posting Passports and Documents). This should be forwarded with the Home Office Travel Document Letter. **Please Note:** The Home Office Travel Document should be forwarded as soon as a passport has been authorised.

**To Note:** It is entirely possible that someone who has been granted British citizenship has held on to a valid Home Office travel document e.g. someone with a document valid for 10 years applies for nationality and is granted but the document still has 7 years validity remaining. If they have been granted British citizenship, they are entitled to apply for a British passport and are no longer entitled to hold a Home Office travel document)

If an application is accompanied by a valid Home Office Travel Document and no-one included in the document has been issued a British passport, the Travel Document should automatically be returned to the sender using Secure Delivery. There is no cost to the customer.

Any previously cancelled Home Office Travel Documents that are submitted with a passport application should be forwarded to the Travel Documents section as per previously stated (i.e. an ordinary Travel Document which was received in an uncancelled state).

Home Office travel documents have not included children since April 2006. However, there are still documents in circulation issued before this date that include children. Where anyone included on a travel document has been granted a British passport, we will cancel and return the travel document to UKBA. If a passport has been issued to an adult and there is one or more children included in the passport, the applicant will need to call the number given in the letter sent by examiners upon retention of a Home Office Travel Document to see if the child/children can be registered.

Please note that if an applicant submits a UN Travel Document with an application it should be returned uncancelled to the applicant. As it is issued by a foreign body it should not be treated as a UK travel document.