

Home Office travel documents

1. A travel document is a form of passport issued by the Home Office to people who do not possess any nationality or are unable to obtain a passport from the authorities of the country of which they are citizens.

2. There are three types of travel document currently in use:

- Stateless documents (red, formerly pink) which are issued in accordance with **Article 28** of the **1954 UN Convention on the Status of Stateless Persons** which defines a stateless person as "a person not considered as a national by any state under the operation of its law".
- Certificates of Identity (brown) which are issued to persons who have been refused a passport by their own authorities. Although they include the place of birth, they are issued without prejudice to the holder's nationality. If the holder has indefinite leave to remain, their document will normally be valid for travel to all countries except country of origin. If the holder has limited leave to remain, their document will only be valid to countries stated on their application, for which appropriate evidence confirming their need to travel has been provided. The issue of these documents is not covered by any international agreement and they are normally issued at discretion. They are only issued to facilitate travel.
- Refugee passports (blue) which are issued to persons who are recognised as refugees under the **1951 UN Convention on the Status of Refugees**. As refugees would still be able to apply to their own authorities for passports if their circumstances changed, they should in most cases be classed as nationals of their country of birth unless it is not clear what nationality status they hold (e.g. Hong Kong Chinese).

3. Travel Documents issued since 16 August 1996 are similar in size and format to the machine-readable British passports issued by the UKPS.

4. In all cases, the applicant must either be settled or have extant leave to remain in the United Kingdom.

5. Officers in the Nationality Group and Nationality Policy and Special Cases Unit should not issue an application form for a travel document, or give any indication that consideration would even be given to an application, without first consulting the Travel Document Section.

Action on travel documents after naturalisation or registration

6. When it is decided to grant an application, the following procedure should be followed:

- a. The travel document should be made void by cutting off the top right corner off every page (except any with a valid visa); and
- b. The travel document should be returned to the applicant with all other documents, using a "docs return" letter; and
- c. The NCID notes screen should be updated to show "T doc voided"; and

- d. The file should be sent to oath almanack/layby, as appropriate
7. Where minors are included in the travel document but are not acquiring citizenship at the same time as the parent, we should:
- a. cancel the document in the manner described in paragraph 6 above; and
 - b. advise the family that they will need to apply for a travel document for the minors in their own right if they wish to travel
8. If an applicant contacts the Home Office after the Home Office Travel Document has been voided but before the issue of the certificate, the caseworker should try to deal with any remaining action as quickly as possible. Where the applicant needs to attend a citizenship ceremony, he or she should be advised to contact the Registrar to make the necessary arrangements.
9. RESTRICTED - NOT AVAILABLE FOR DISCLOSURE
10. If a travel document has been returned to the applicant at an earlier stage in the consideration process, there is no need to request it again. The covering letter issued with a certificate tells the recipient to send any travel document he/she may have to the Nationality Group, where any follow-up action will be taken. Any travel documents submitted to the UK Passport Service will be referred to the Travel Documents Section for cancellation.

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