



Home Office

Home Office travel documents

Home Office travel documents

About this guidance

<p>About this guidance</p> <p>Types of Home Office travel document (HOTD)</p> <p>Application process for a Home Office travel document</p> <p>Impounding and withdrawing a Home Office travel document</p>	<p>This guidance tells you about the types of Home Office travel documents (HOTD) and:</p> <ul style="list-style-type: none">• who qualifies for each type• how applicants can apply for an HOTD• how much they cost• how applications are handled, and• how applicants can change an HOTD. <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contact – This page tells you who to contact for help on HOTD issues if your senior caseworker or line manager can't answer your question.</p> <p>Information owners – This page tells you about this version of the HOTD guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find out more information.</p>	<p>In this section</p> <p>Changes to this guidance</p> <p>Contact</p> <p>Information owner</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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Home Office travel documents

Changes to this guidance

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page lists changes to the Home Office travel documents guidance, with the most recent at the top.</p> <table border="1" data-bbox="489 382 1522 1351"><thead><tr><th data-bbox="489 382 848 425">Date of the change</th><th data-bbox="848 382 1522 425">Details of the change</th></tr></thead><tbody><tr><td data-bbox="489 425 848 1060">29 October 2013</td><td data-bbox="848 425 1522 1060"><p>Six month review by the modernised guidance team:</p><ul style="list-style-type: none">• Throughout guidance:<ul style="list-style-type: none">○ Home Office travel document application form changed to 'TD112 BRP' from 'TD112'• Biometric Home Office travel documents:<ul style="list-style-type: none">○ page renamed from 'Biometric information Home Office travel documents'• How Home Office travel document applications are handled:<ul style="list-style-type: none">○ page renamed from 'How the UK Border Agency handles Home Office travel document applications'• Minor housekeeping changes.</td></tr><tr><td data-bbox="489 1060 848 1219">26 April 2013</td><td data-bbox="848 1060 1522 1219"><p>Six month review by the modernised guidance team:</p><ul style="list-style-type: none">• Minor housekeeping changes.</td></tr><tr><td data-bbox="489 1219 848 1351"></td><td data-bbox="848 1219 1522 1351"><p>For previous changes to this category you will find all earlier versions in the archive. See related link: Home Office travel documents - Archive.</p></td></tr></tbody></table>	Date of the change	Details of the change	29 October 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none">• Throughout guidance:<ul style="list-style-type: none">○ Home Office travel document application form changed to 'TD112 BRP' from 'TD112'• Biometric Home Office travel documents:<ul style="list-style-type: none">○ page renamed from 'Biometric information Home Office travel documents'• How Home Office travel document applications are handled:<ul style="list-style-type: none">○ page renamed from 'How the UK Border Agency handles Home Office travel document applications'• Minor housekeeping changes.	26 April 2013	<p>Six month review by the modernised guidance team:</p> <ul style="list-style-type: none">• Minor housekeeping changes.		<p>For previous changes to this category you will find all earlier versions in the archive. See related link: Home Office travel documents - Archive.</p>	<p>Related links</p> <p>Biometric Home Office travel documents</p> <p>How Home Office travel document applications are handled</p> <p>See also</p> <p>Contact</p> <p>Information owner</p> <p>Links to staff intranet removed</p>
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Home Office travel documents

Types of Home Office travel document (HOTD)

<p>About this guidance</p> <p>Types of Home Office travel document (HOTD)</p> <p>Application process for a Home Office travel document</p> <p>Impounding and withdrawing a Home Office travel document</p>	<p>This section tells you about the types of Home Office travel documents (HOTD).</p> <p>The following types of HOTD are issued to people present in the UK. See related links for more information:</p> <ul style="list-style-type: none">• convention travel document (CTD)• stateless person's document (SPD)• certificate of travel (COT)• one-way document (IS137). <p>All HOTDs must be applied for individually. Children cannot be included in parents' applications or documents.</p> <p>All applications for a HOTD are considered by the travel documents section (TDS).</p> <p>Most HOTDs are valid for travel to all countries, except those from which the holder sought asylum, and/or the holder's country of origin. The HOTD is described as being closed for travel to these countries.</p> <p>If there are no restrictions on travelling, the HOTD is valid for travel to all countries. These HOTDs are known as open.</p>	<p>In this section</p> <p>Convention travel document</p> <p>Stateless person's document</p> <p>Certificate of travel</p> <p>One-way document (IS137)</p>
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Home Office travel documents

Convention travel document

<p>About this guidance</p> <p>Types of Home Office travel document (HOTD)</p> <p>Application process for a Home Office travel document</p> <p>Impounding and withdrawing a Home Office travel document</p>	<p>This page explains what a convention travel document (CTD) is and who can apply for one.</p> <p>CTDs can be issued to people recognised in the UK as refugees under the terms of the 1951 United Nations Convention relating to the Status of Refugees.</p> <p>CTDs are normally valid:</p> <ul style="list-style-type: none">• in line with the holder's leave to enter or remain in the UK, or• for a maximum of 10 years for those with indefinite leave to enter or remain. <p>They usually allow travel to any country, except the holder's country of origin and/or the country from which they sought asylum. The travel restrictions for CTDs mean they are a closed Home Office travel document (HOTD).</p> <p>CTDs have a dark blue cover.</p> <p>Mandatory cases</p> <p>A mandatory case is one that results in the issue of a HOTD.</p> <p>An application from:</p> <ul style="list-style-type: none">• a person recognised as a refugee, or• a person who entered the UK on a family reunion entry clearance to join a recognised refugee sponsor <p>falls into this category, and they are entitled to a CTD. The travel documents section (TDS) can only refuse an otherwise valid application in this category on the grounds of national security, or for compelling public order reasons.</p> <p>A CTD can be withdrawn before it expires if appropriate, particularly if the holder no longer has valid permission to remain in the UK. The issue of a CTD does not prevent other action</p>	<p>In this section</p> <p>Types of Home Office travel document (HOTD)</p> <p>Stateless person's document</p> <p>Certificate of travel</p> <p>One-way document (IS137)</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p>
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being taken, including the removal of refugee status, or permission to remain in the UK.

Dependants of refugees

If a dependant enters the UK with entry clearance endorsed ‘family reunion’, TDS must check the status of the sponsor. If the sponsor is a recognised refugee and had that status at the time of the entry clearance application, and the dependant was part of the pre-flight family unit, a CTD can be issued to the dependant. The dependant must make their own application for a CTD.

Home Office travel documents

Stateless person's document

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains what a stateless person's document (SPD) is and who can apply for one. A stateless person is someone who is not considered as a national by any state under the operation of its law.</p> <p>The travel documents section (TDS) issue SPDs to certain categories of people under the terms of the 1954 United Nations Convention relating to the status of Stateless Persons.</p> <p>The document is valid for up to 10 years, depending on the holder's leave to enter or remain. It is normally valid for travel to all countries.</p> <p>An SPD can be withdrawn before it expires if appropriate, particularly if the holder no longer has valid permission to remain in the UK. The issue of an SPD does not prevent other action being taken, including the removal of refugee status, or permission to remain in the UK.</p> <p>SPDs have a red cover.</p> <p>TDS senior caseworkers consider applications for SPDs.</p>	<p>In this section</p> <p>Types of Home Office travel document (HOTD)</p> <p>Convention travel document</p> <p>Certificate of travel</p> <p>One-way document (IS137)</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p>
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Home Office travel documents

Certificate of travel

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains what a certificate of travel (COT) is and who can apply for one.</p> <p>COTs are issued to people who do not qualify for convention travel documents or stateless person's travel documents.</p> <p>Until 17 March 2008, the COT was called a certificate of identity (CID). A CID has a brown cover, a COT has a black cover and contains biometric features. CIDs continue to remain valid for travel until they reach their individual expiry date.</p> <p>To be eligible for a COT, applicants must have been formally and unreasonably refused a passport by their own authorities and have either been:</p> <ul style="list-style-type: none">granted indefinite leave to enter or remain in the UK, orrefused asylum, but granted humanitarian protection or discretionary leave to remain in the UK. <p>COTs are usually valid for travel to any country, except the holder's country of origin and/or the country they sought asylum from.</p> <p>A COT can be withdrawn before it expires if appropriate, particularly if the holder no longer has valid permission to remain in the UK. The issue of a COT does not prevent other action being taken, including the removal of refugee status, or permission to remain in the UK.</p> <p>Some European countries may not accept COTs as valid travel documents. The holder of a COT must check the acceptability of the document and any visa requirements when planning their travel abroad.</p>	<p>In this section</p> <p>Types of Home Office travel document (HOTD)</p> <p>Convention travel document</p> <p>Stateless person's document</p> <p>One-way document (IS137)</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p>
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Home Office travel documents

One-way document (IS137)

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains what a one-way document (IS137) is and who can apply for one.</p> <p>A one-way document (IS137) only allows travel for one journey out of the UK. The travel documents section (TDS) can issue an IS137 to anyone who is in the UK and is not British. Immigration status is not relevant, but the applicant must provide evidence of identity.</p> <p>This document can be issued to people who wish to leave the UK permanently and voluntarily.</p> <p>At the time of their application the applicant must state their country of destination and any countries they will pass through in transit. The applicant is responsible for making the necessary applications for visas and making sure the authorities in the country of destination will accept them.</p> <p>The IS137 is an A4-sized sheet of white paper. It includes a scanned photograph of the holder and their personal details.</p> <p>An IS137 is valid for 12 months from the date of issue.</p>	<p>In this section</p> <p>Types of Home Office travel document (HOTD)</p> <p>Convention travel document</p> <p>Certificate of travel</p> <p>Stateless person's document</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p>
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Home Office travel documents

Application process for a Home Office travel document

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This section explains the application process for a Home Office travel document (HOTD).</p> <p>Information for applicants Explains:</p> <ul style="list-style-type: none">• how people apply for an HOTD• waiting times• biometric HOTDs• how applications from children are considered• how applications from those undergoing gender reassignment are considered• how applications from particular groups of people are considered, and• how applicants can withdraw their application. <p>Home Office travel document fees and refund policy This page explains the cost of applying for an HOTD, ways to pay, and the refund policy.</p> <p>How Home Office travel document applications are handled This page explains how applications for an HOTD are screened and when applications will be rejected, refused or granted.</p> <p>How to change or replace a Home Office travel document This page explains how the travel documents section (TDS) deals with lost, stolen, expired or full HOTDs, or instances when the holder changes their personal details.</p>	<p>In this section</p> <p>Information for applicants</p> <p>Home Office travel document fees and refund policy</p> <p>How Home Office travel document applications are handled</p> <p>How to change or replace a Home Office travel document</p>
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Home Office travel documents

Information for applicants

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This section outlines the process for applying for a Home Office travel document (HOTD).</p> <p>How to apply for a Home Office travel document This page explains how applicants apply for an HOTD.</p> <p>Waiting times for a Home Office travel document This page outlines the current waiting times for applicants applying for an HOTD.</p> <p>How to apply for a child's Home Office travel document This page explains how the travel documents section (TDS) process children's applications for an HOTD.</p> <p>Biometric Home Office travel documents This page provides information about biometric HOTDs.</p> <p>Gender reassignment This page explains how TDS deals with an application for an HOTD from a person who has undergone, or is in the process of undergoing, gender reassignment.</p> <p>Applications from particular groups This page explains how TDS deals with applications for an HOTD from particular groups of people.</p> <p>Withdrawing an application for a Home Office travel document This page explains how an applicant can withdraw an application for an HOTD.</p>	<p>In this section</p> <p>How to apply for a Home Office travel document</p> <p>Waiting times for a Home Office travel document</p> <p>How to apply for a child's Home Office travel document</p> <p>Biometric Home Office travel documents</p> <p>Gender reassignment</p> <p>Applications from particular groups</p> <p>Withdrawing an application for a Home Office travel document</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p>
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[How Home Office travel document applications are handled](#)

[How to change or replace a Home Office travel document](#)

Home Office travel documents

How to apply for a Home Office travel document

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how applicants can apply for a Home Office travel document (HOTD). To apply for an HOTD, applicants must complete application form TD112 BRP. To download form TD112 BRP and for guidance on how to complete the form, see related links:</p> <ul style="list-style-type: none">• Home Office travel document application form TD112 BRP• guidance notes for completing application form TD112 BRP• guidance notes for photographs for application form TD112 BRP. <p>Each applicant must pay a fee for their application. For more information on fees, see related link: Home Office travel document fees and refund policy.</p> <p>An applicant must have at least six months leave to enter or remain in the UK on the date they apply for an HOTD, unless it is a one-way document.</p> <p>The travel documents section (TDS) will reject any application if the applicant has less than six months leave in the UK. TDS will return all documents, including the TD112 BRP and photographs to the applicant with a letter explaining why the application has been rejected. TDS must update paper and electronic records with the reasons for rejecting the application.</p>	<p>In this section</p> <p>Information for applicants</p> <p>Waiting times for a Home Office travel document</p> <p>How to apply for a child's Home Office travel document</p> <p>Biometric Home Office travel documents</p> <p>Gender reassignment</p> <p>Applications from particular groups</p> <p>Withdrawing an application for a Home Office travel document</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p>
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[How Home Office travel document applications are handled](#)

[How to change or replace a Home Office travel document](#)

External links

[Home Office travel document application form TD112 BRP](#)

[Guidance notes for completing application form TD112 BRP](#)

[Guidance notes for photographs for application form TD112 BRP](#)

Home Office travel documents

Waiting times for a Home Office travel document

<p>About this guidance</p> <p>Types of Home Office travel document (HOTD)</p> <p>Application process for a Home Office travel document</p> <p>Impounding and withdrawing a Home Office travel document</p>	<p>This page explains the current waiting times for a Home Office travel document (HOTD). Written confirmation is sent to applicants when their application(s) are received. Applicants should not contact the Home Office to ask about the progress of their application unless they have been waiting longer than 14 weeks. Applications to replace lost documents take longer because the loss must be investigated. The travel documents section (TDS) deals with applications in the order they are received, unless an HOTD is needed because of a medical emergency or a family funeral. In these cases, the applicant must provide evidence of the emergency, for example a recent medical report, doctor's report or death certificate. Applicants can fax this evidence to (020) 8196 0109. If evidence of the emergency is not sent, or if TDS decide it is not appropriate to give the application priority, TDS will deal with the application according to the date it was received. Applicants must not make any arrangements to travel until they receive their HOTD. For details of application processing times, see related link: How long will my application take?</p>	<p>In this section</p> <p>Information for applicants</p> <p>How to apply for a Home Office travel document</p> <p>How to apply for a child's Home Office travel document</p> <p>Biometric Home Office travel documents</p> <p>Gender reassignment</p> <p>Applications from particular groups</p> <p>Withdrawing an application for a Home Office travel document</p> <p>Related links</p> <p>Lost or stolen Home Office travel documents</p> <p>Home Office travel</p>
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[document fees and
refund policy](#)

[How Home Office travel
document applications
are handled](#)

[How to change or
replace a Home Office
travel document](#)

External links

[How long will my
application take?](#)

Home Office travel documents

How to apply for a child's Home Office travel document

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how applications for Home Office travel documents (HOTD) for children are considered.</p> <p>A separate application form must be completed for each child. Children cannot be included on the same application form as their parent or guardian.</p> <p>There is no minimum age for the issue of a child's HOTD. Children under 16 can obtain a child's HOTD.</p> <p>A child's HOTD has a lower application fee, but is normally valid for a shorter time than an adult HOTD.</p> <p>Children must have at least six months valid leave to enter or remain at the time of application.</p> <p>Children can travel on a British passport if they were born in the UK to a parent who was a:</p> <ul style="list-style-type: none">• British citizen on the date of the child's birth, or• permanent resident of this country on the date of the child's birth. <p>If the child is 17 years old or under, a parent, person or body with parental responsibility must complete all parts of section 7 of the application form (TD112 BRP). Section 8 must not be signed.</p> <p>If the child is 16 or 17 years old and does not have a parent, person or body with parental responsibility in the UK, they must provide a letter explaining the absence of anyone to give consent. Section 7.2 of the TD112 BRP must be completed and the child must sign section 8.</p> <p>If the child's parents are divorced or if there is, or has been, a custody case concerning the child, the child or their representative must provide the original divorce or custody papers.</p>	<p>In this section</p> <p>Information for applicants</p> <p>How to apply for a Home Office travel document</p> <p>Waiting times for a Home Office travel document</p> <p>Biometric Home Office travel documents</p> <p>Gender reassignment</p> <p>Applications from particular groups</p> <p>Withdrawing an application for a Home Office travel document</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p>
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[How Home Office travel document applications are handled](#)

[How to change or replace a Home Office travel document](#)

External links

[Home Office travel document application form TD112 BRP](#)

[Guidance notes for completing application form TD112 BRP](#)

[Guidance notes for photographs for application form TD112 BRP](#)

Home Office travel documents

Biometric Home Office travel documents

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains about biometric Home Office travel documents (HOTD). Biometric HOTDs were introduced on 17 March 2008. The applicant's scanned photograph is the biometric information element of the document. All UK ports and European Union (EU) member states can read the data on the biometric chip. Holders of non-biometric HOTDs can continue to use them until they expire. If they successfully apply for a new document the travel documents section (TDS) will issue them with a biometric HOTD.</p>	<p>In this section</p> <p>Information for applicants</p> <p>How to apply for a Home Office travel document</p> <p>Waiting times for a Home Office travel document</p> <p>How to apply for a child's Home Office travel document</p> <p>Gender reassignment</p> <p>Applications from particular groups</p> <p>Withdrawing an application for a Home Office travel document</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p>
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[How Home Office travel document applications are handled](#)

[How to change or replace a Home Office travel document](#)

Home Office travel documents

Gender reassignment

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how an application for a Home Office travel document (HOTD) from a person who has undergone, or is undergoing, gender reassignment is dealt with.</p> <p>People who have undergone, or are in the process of undergoing, gender reassignment can apply for an HOTD in their new identity.</p> <p>The applicant must provide the following documentary evidence:</p> <ul style="list-style-type: none">• their birth certificate• a change of name deed or statutory declaration confirming their change of name• a letter from the hospital or consultant confirming that the applicant is to live in their new gender• any passports they hold, both valid and expired. <p>The Gender Recognition Act 2004 came into force on 1 April 2005. You have a duty of care not to disclose information regarding an individual's new identity or gender. Travel documents section (TDS) caseworkers must exercise due care when dealing with these applications and refer them to a senior caseworker.</p>	<p>In this section</p> <p>Information for applicants</p> <p>How to apply for a Home Office travel document</p> <p>Waiting times for a Home Office travel document</p> <p>How to apply for a child's Home Office travel document</p> <p>Biometric Home Office travel documents</p> <p>Applications from particular groups</p> <p>Withdrawing an application for a Home Office travel document</p> <p>Related links</p> <p>Home Office travel document fees and</p>
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[refund policy](#)

[How Home Office travel document applications are handled](#)

[How to change or replace a Home Office travel document](#)

Home Office travel documents

Applications from particular groups

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This section explains how applications for a Home Office travel document (HOTD) from particular groups of people are dealt with.</p> <p>Chinese and Hong Kong Chinese nationals Explains how to deal with applications from Chinese and Hong Kong Chinese nationals.</p> <p>The Turkish Republic of Northern Cyprus Explains how to deal with applications from persons from the Turkish Republic of Northern Cyprus.</p> <p>The Gateway protection programme Explains about the Gateway protection programme and how to consider applications for HOTDs from people resettled in the UK under this programme.</p>	<p>In this section</p> <p>Chinese and Hong Kong Chinese nationals</p> <p>The Turkish Republic of Northern Cyprus</p> <p>The Gateway protection programme</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p> <p>How Home Office travel document applications are handled</p> <p>How to change or replace a Home Office travel document</p>
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Home Office travel documents

Chinese and Hong Kong Chinese nationals

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how the travel documents section (TDS) deal with applications from Chinese and Hong Kong Chinese nationals.</p> <p>Chinese nationals TDS will usually issue a convention travel document (CTD), closed to China and to the Hong Kong special administrative area (SAR), to refugees from China.</p> <p>Hong Kong Chinese nationals Hong Kong Chinese nationals resident in the UK for many years can apply for a Home Office travel document (HOTD). TDS can issue a certificate of travel (COT) valid for five years and open for travel to all countries if:</p> <ul style="list-style-type: none">the applicant originally entered the UK on a Hong Kong certificate of identity (C of I), which is a green, hand-written book issued by the Hong Kong authorities that has now expired, andthey have indefinite leave to remain (ILR). <p>TDS impound the Hong Kong C of I and send the HOTD to the applicant. TDS keep the impounded C of I in their passport bank.</p>	<p>In this section</p> <p>Applications from particular groups</p> <p>The Turkish Republic of Northern Cyprus</p> <p>The Gateway protection programme</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p> <p>How Home Office travel document applications are handled</p> <p>How to change or replace a Home Office travel document</p>
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Home Office travel documents

The Turkish Republic of Northern Cyprus

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how the travel documents section (TDS) deals with applications for people from the Turkish Republic of Northern Cyprus (TRNC).</p> <p>The British government does not recognise the TRNC as an independent state. TDS considers all applications made by people claiming to be Turkish Cypriots in the normal way.</p> <p>The applicant's nationality depends on where they were originally from, and this determines where the Home Office travel document (HOTD) will be closed to.</p> <p>A Turkish national does not lose their Turkish nationality by settling in the TRNC, even if they adopt and use TRNC nationality documents. Applicants who were born in Cyprus, but who are descended from Turkish nationals, will be Turkish nationals. Children born in the TRNC to a Turkish parent are Turkish citizens from birth. In these cases their HOTD must record their nationality as Turkish and the HOTD will be closed to Turkey.</p> <p>A person resident in the TRNC who is not a Turkish national will almost always be a citizen of the Republic of Cyprus. If it is not clear from the Home Office file which nationality the applicant is, the caseworker must assume that they are Cypriot and TDS will issue an HOTD showing their nationality as Cypriot and closed for travel to Cyprus.</p> <p>TDS applies the above rules when issuing a convention travel document (CTD) or a certificate of travel (COT).</p> <p>For more information on how TDS considers applications see related link: How Home Office travel document applications are handled.</p>	<p>In this section</p> <p>Applications from particular groups</p> <p>Chinese and Hong Kong Chinese nationals</p> <p>The Gateway protection programme</p> <p>Related links</p> <p>Convention travel document</p> <p>Certificate of travel</p> <p>How Home Office travel document applications are handled</p> <p>Home Office travel document fees and refund policy</p> <p>How to change or replace a Home Office travel document</p>
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Home Office travel documents

The Gateway protection programme

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains about the Gateway protection programme and how the travel documents section (TDS) consider applications for Home Office travel documents (HOTD) from people resettled in the UK under this programme.</p> <p>The Gateway protection programme is operated in conjunction with the United Nations High Commissioner for Refugees (UNHCR).</p> <p>Once a person is accepted under this programme and they have resettled in the UK, the person can apply to TDS for an HOTD.</p> <p>The programme started in March 2004. At the start of the programme, individuals are assessed under the 1951 United Nations Convention relating to the Status of Refugees. Some individuals were granted refugee status, and some exceptional leave. After a policy change in January 2006 refugee status is granted to all people accepted under the programme.</p> <p>A person recognised as a refugee under the programme is entitled to a convention travel document (CTD). For more information see related link: Convention travel document.</p> <p>A person given exceptional leave under the programme is eligible for a certificate of travel (COT). These people would have been granted refugee status if they had been accepted under the programme after the policy change in January 2006. For this specific group of people, TDS do not need proof that their national authorities have refused them a passport before we will issue a COT. For more information see related link: Certificate of travel.</p>	<p>In this section</p> <p>Applications from particular groups</p> <p>Chinese and Hong Kong Chinese nationals</p> <p>The Turkish Republic of Northern Cyprus</p> <p>Related links</p> <p>Convention travel document</p> <p>Certificate of travel</p> <p>Home Office travel document fees and refund policy</p> <p>How the Home Office travel document applications are handled</p> <p>How to change or replace a Home Office travel document</p>
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Home Office travel documents

Withdrawing an application for a Home Office travel document

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how an applicant can withdraw an application for a Home Office travel document (HOTD).</p> <p>An applicant can decide at any time to withdraw their HOTD application. The applicant must inform the travel documents section (TDS) in writing they wish to do this. The applicant can send the letter by post or fax.</p> <p>When TDS receive written confirmation that the applicant wishes to withdraw their application, they will return all supporting documentation to the applicant.</p>	<p>In this section</p> <p>Information for applicants</p> <p>How to apply for a Home Office travel document</p> <p>Waiting times for a Home Office travel document</p> <p>How to apply for a child's Home Office travel document</p> <p>Biometric Home Office travel documents</p> <p>Gender reassignment</p> <p>Applications from particular groups</p> <p>Related links</p> <p>Home Office travel document fees and refund policy</p> <p>How Home Office travel document applications</p>
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		<p><u>are handled</u></p> <p><u>How to change or replace a Home Office travel document</u></p>
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Home Office travel documents

Home Office travel document fees and refund policy

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains the cost of applying for a Home Office travel document (HOTD), ways to pay, and the travel documents section's (TDS) refund policy.</p> <p>A fee must be sent with every application.</p> <p>The full application fee is also payable when:</p> <ul style="list-style-type: none">• changing a name on an HOTD• renewing an expired document• replacing a document that is full, or• replacing a lost or stolen document. <p>There is no fee for correcting an error on an HOTD if a mistake has been made by TDS. In these cases, the applicant must return their document within 28 days of issue.</p> <p>If the error is the fault of the applicant or their representative, the full fee must be paid before a new document is issued.</p> <p>For a list of the current fees payable, see related link: Cost of applying.</p> <p>How to pay An applicant can pay by:</p> <ul style="list-style-type: none">• cheque• postal order• credit card - Visa, including Electron, or MasterCard only• debit card - Maestro cards issued in the UK, Switch, or Delta• banker's draft. <p>Cash must not be sent.</p>	<p>In this section</p> <p>Information for applicants</p> <p>How Home Office travel document applications are handled</p> <p>How to change or replace a Home Office travel document</p> <p>Related links</p> <p>Convention travel document</p> <p>Stateless person's document</p> <p>Certificate of travel</p> <p>One-way document (IS137)</p> <p>How to apply for a Home Office travel document</p> <p>Waiting times for a</p>
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	<p>If enclosing applications for more than one person in the same envelope, all fees must be included.</p> <p>Refund policy The usual policy is that refunds are not given if an application is refused, rejected or withdrawn.</p>	<p><u>Home Office travel document</u></p> <p>External links</p> <p><u>Cost of applying</u></p>
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Home Office travel documents

How Home Office travel document applications are handled

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This section explains how the travel documents section (TDS) processes and considers applications for Home Office travel documents (HOTD), and when it is appropriate to reject, refuse or issue an HOTD.</p> <p>Processing and considering Home Office travel document applications This page explains how TDS processes and considers applications for an HOTD.</p> <p>Rejecting Home Office travel document applications This page explains the procedure for rejecting an application for an HOTD.</p> <p>Refusing Home Office travel document applications This page explains the procedure for refusing an application for an HOTD.</p> <p>Successful Home Office travel document applications and issuing documents This page explains the procedure for issuing an HOTD.</p>	<p>In this section</p> <p>Processing and considering Home Office travel document applications</p> <p>Rejecting Home Office travel document applications</p> <p>Refusing Home Office travel document applications</p> <p>Successful Home Office travel document applications and issuing documents</p> <p>Related links</p> <p>Information for applicants</p> <p>Home Office travel document fees and refund policy</p> <p>How to change or replace a Home Office travel document</p>
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Home Office travel documents

Processing and considering Home Office travel document applications

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how the travel documents section (TDS) processes and considers applications for Home Office travel documents (HOTD).</p> <p>TDS checks all HOTD application forms to make sure they are correctly completed.</p> <p>On receipt of an application, TDS caseworkers must check the following details:</p> <ul style="list-style-type: none">• the application is on the correct Home Office file• the applicant is the person that they claim to be• the applicant has paid the correct fee• the applicant has properly completed all sections of the application form (TD112 BRP)• the applicant has submitted a passport, document of entry or travel document• a parent or legal guardian has completed all relevant parts of section 7 of the TD112 BRP if the applicant is 17 years old or under• sections 8 and 9 of the TD112 BRP are signed in black ink and within the boxes provided• there are acceptable, suitably endorsed photographs of each person, and• the applicant has provided a police lost property report when the application is for an HOTD to replace one that has been lost or stolen. <p>For more information on when TDS will reject or refuse an HOTD application see related links:</p> <ul style="list-style-type: none">• Rejecting Home Office travel document applications• Refusing Home Office travel document applications.	<p>In this section</p> <p>How Home Office travel document applications are handled</p> <p>Rejecting Home Office travel document applications</p> <p>Refusing Home Office travel document applications</p> <p>Successful Home Office travel document applications and issuing documents</p> <p>Related links</p> <p>Information for applicants</p> <p>Home Office travel document fees and refund policy</p> <p>How to change or replace a Home Office travel document</p>
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External links

[Home Office travel document application form TD112 BRP](#)

[Guidance notes for completing application form TD112 BRP](#)

[Guidance notes for photographs for application form TD112 BRP](#)

Home Office travel documents

Rejecting Home Office travel document applications

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains the procedure for rejecting an application for a Home Office travel document (HOTD).</p> <p>The travel documents section (TDS) caseworkers will reject an application for an HOTD if it is incomplete or incorrect. They will send standard letter ICD.0302 explaining this. An addressed label is also sent so that any reply is passed to the relevant caseworker. It is the applicant's responsibility to make sure the application is complete when they return it to TDS.</p> <p>TDS will usually reject an application only once. If an incomplete application is returned again, TDS will then consider it on all the available information.</p> <p>TDS can reject HOTD applications for several reasons, for example if:</p> <ul style="list-style-type: none">• personal details are missing• the incorrect fee is submitted• unacceptable photographs or countersignature are included• the application form is not signed or is signed incorrectly.	<p>In this section</p> <p>How Home Office travel document applications are handled</p> <p>Processing and considering Home Office travel document applications</p> <p>Refusing Home Office travel document applications</p> <p>Successful Home Office travel document applications and issuing documents</p> <p>Related links</p> <p>Information for applicants</p> <p>Home Office travel document fees and refund policy</p> <p>How to change or replace a Home Office</p>
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[travel document](#)

External links

[Home Office travel document application form TD112 BRP](#)

[Guidance notes for completing application form TD112 BRP](#)

[Guidance notes for photographs for application form TD112 BRP](#)

Home Office travel documents

Refusing Home Office travel document applications

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains the procedure for refusing an application for a Home Office travel document (HOTD).</p> <p>The travel documents section (TDS) receives many applications from people who do not qualify for HOTDs. If an application falls outside the published policy, and there are no exceptional circumstances to allow TDS to issue an HOTD, TDS caseworkers will refuse the application.</p> <p>There is no right of appeal against the decision to refuse an HOTD application.</p> <p>An applicant or their representative can write to TDS to ask them to reconsider their case if they feel that TDS unfairly refused their application or did not consider it properly. TDS executive officers (EOs) usually consider reconsideration requests.</p> <p>TDS can only reconsider each refused application once. If an EO upholds the refusal decision, and the applicant still does not accept the refusal they must make a new application. The new application must include:</p> <ul style="list-style-type: none">• a new HOTD application form (TD112 BRP)• the relevant fee, and• photographs. <p>If the EO upholds the original refusal they must send the applicant or their representatives a letter fully explaining the decision.</p> <p>If the EO decides that there are exceptional circumstances, or that the previous refusal was incorrect, they will issue an HOTD. The EO must update the relevant records with the change of decision.</p>	<p>In this section</p> <p>How Home Office travel document applications are handled</p> <p>Processing and considering Home Office travel document applications</p> <p>Rejecting Home Office travel document applications</p> <p>Successful Home Office travel document applications and issuing documents</p> <p>Related links</p> <p>Information for applicants</p> <p>Home Office travel document fees and refund policy</p> <p>How to change or replace a Home Office</p>
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[travel document](#)

External links

[Home Office travel document application form TD112 BRP](#)

[Guidance notes for completing application form TD112 BRP](#)

[Guidance notes for photographs for application form TD112 BRP](#)

Home Office travel documents

Successful Home Office travel document applications and issuing documents

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains the procedure when a Home Office travel document (HOTD) application is successful.</p> <p>The travel documents section (TDS) issues HOTDs to certain categories of people lawfully resident in the UK. For more information about who can apply for an HOTD, see related link: How to apply for a Home Office travel document.</p> <p>If an application is successful, TDS will issue an HOTD and send it to the applicant or representative with any relevant accompanying letters.</p> <p>Retaining national passports or other national travel documents Applicants are not allowed to hold an HOTD at the same time as any national passport or other type of travel document. When TDS issue an HOTD they retain national passports for safekeeping.</p> <p>For more information on when TDS will return a passport to the applicant, see related link: Impounding and withdrawing a Home Office travel document.</p> <p>Handling non-national travel documents If the applicant entered the UK on a non-national travel document, they must submit the original travel document when applying for an HOTD. An example of a non-national travel document is one issued by the Indian authorities to an Afghan national who was once resident in India.</p> <p>When TDS issues an HOTD, TDS caseworkers must return the non-national travel document to the embassy or high commission of the issuing authorities with an explanatory letter (ICD.0320) and place a copy of the letter and the non-national travel document on the Home Office file.</p>	<p>In this section</p> <p>How Home Office travel document applications are handled</p> <p>Processing and considering Home Office travel document applications</p> <p>Rejecting Home Office travel document applications</p> <p>Refusing Home Office travel document applications</p> <p>Related links</p> <p>How to apply for a Home Office travel document</p> <p>Impounding and withdrawing a Home Office travel document</p> <p>Information for applicants</p>
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[Home Office travel
document fees and
refund policy](#)

[How to change or
replace a Home Office
travel document](#)

Home Office travel documents

How to change or replace a Home Office travel document

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This section explains how a person can replace a Home Office travel document (HOTD) if it is lost, stolen, expired or incorrect. A fee is payable unless a document is issued following an error by the travel documents section (TDS). To obtain a new document the applicant must complete an application form, TD112 BRP. If there is an error in the details of the HOTD the holder must send TDS:<ul style="list-style-type: none">• the incorrect HOTD• evidence of the correct details, and• a letter explaining what the error is. Lost or stolen Home Office travel documents This page explains how TDS deal with cases of lost or stolen HOTDs. Expired or full Home Office travel documents This page explains how TDS deal with cases where an HOTD has expired or run out of available pages. Change of personal details This page explains the policy for changes to names and dates of birth and how to record personal details changes in HOTDs.</p>	<p>In this section</p> <p>Lost or stolen Home Office travel documents</p> <p>Expired or full Home Office travel documents</p> <p>Change of personal details</p> <p>Related links</p> <p>Information for applicants</p> <p>Home Office travel document fees and refund policy</p> <p>How Home Office travel document applications are handled</p> <p>External links</p> <p>Home Office travel document application form TD112 BRP</p> <p>Guidance notes for</p>
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[completing application
form TD112 BRP](#)

[Guidance notes for
photographs for
application form TD112
BRP](#)

Home Office travel documents

Lost or stolen Home Office travel documents

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how the travel documents section (TDS) deal with cases of lost or stolen Home Office travel documents (HOTD).</p> <p>If an HOTD is lost or stolen it is an extremely serious matter. The applicant must notify TDS and their nearest police station immediately. A police officer will provide confirmation that the loss or theft has been reported. The applicant must provide that confirmation to TDS when applying for a replacement document.</p> <p>If the HOTD is lost or stolen in the UK, an applicant can apply for a replacement by completing application form TD112 BRP. Applications to replace lost or stolen HOTDs take longer to process because the circumstances need to be investigated.</p> <p>If the HOTD is lost or stolen abroad, the applicant must report this to the nearest British embassy, consulate or high commission. It is not possible to apply for a replacement until the applicant is back in the UK.</p> <p>TDS action</p> <p>If TDS caseworkers need further details of the loss, theft or damage, they must send the applicant a letter (ICD.0315) requesting further details. Common questions are:</p> <ul style="list-style-type: none">• When was the HOTD lost, stolen or damaged?• How was the HOTD lost, stolen, or damaged?• Where was the HOTD lost, stolen or damaged?• When did you inform the police about this? Please provide the police report.• Why did you have your HOTD with you on the day it was lost or stolen? <p>TDS staff must consider all the information provided and take into account any previous losses.</p> <p>In certain cases it may be appropriate to restrict the validity of a replacement HOTD. A senior caseworker must agree such cases before you issue the replacement HOTD.</p>	<p>In this section</p> <p>How to change or replace a Home Office travel document</p> <p>Expired or full Home Office travel documents</p> <p>Change of personal details</p> <p>Related links</p> <p>Information for applicants</p> <p>Home Office travel document fees and refund policy</p> <p>How Home Office travel document applications are handled</p> <p>External links</p> <p>Home Office travel document application form TD112 BRP</p>
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[Guidance notes for
completing application
form TD112 BRP](#)

[Guidance notes for
photographs for
application form TD112
BRP](#)

Home Office travel documents

Expired or full Home Office travel documents

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains how the travel documents section (TDS) deal with cases when a Home Office travel document (HOTD) has expired or has run out of available pages.</p> <p>If an HOTD has expired or is full, the holder must apply for a new HOTD by completing application form TD112 BRP and paying the appropriate fee. An existing HOTD cannot be extended.</p> <p>If the holder of an expired or full HOTD is not currently in the UK they must contact the nearest British embassy, consulate or high commission for advice.</p>	<p>In this section</p> <p>How to change or replace a Home Office travel document</p> <p>Lost or stolen Home Office travel documents</p> <p>Change of personal details</p> <p>Related links</p> <p>Information for applicants</p> <p>Home Office travel document fees and refund policy</p> <p>How Home Office travel document applications are handled</p> <p>External links</p> <p>Home Office travel document application form TD112 BRP</p>
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[Guidance notes for
completing application
form TD112 BRP](#)

[Guidance notes for
photographs for
application form TD112
BRP](#)

Home Office travel documents

Change of personal details

[About this guidance](#)
[Types of Home Office travel document \(HOTD\)](#)
[Application process for a Home Office travel document](#)
[Impounding and withdrawing a Home Office travel document](#)

This page explains the travel documents section's (TDS) policy for changes to names and dates of birth and how to record personal details changes in Home Office travel documents (HOTDs).

It is Home Office policy not to change personal details from those the person originally provided on entry to the UK. TDS will issue HOTDs showing the same name and date of birth shown in the applicant's passport or document of entry, or those given when the applicant first came to the UK.

If the applicant gives different details on their HOTD application form, TDS caseworkers must investigate the discrepancy and check if the Home Office has any record of the different personal details. More complex cases must be considered by a senior caseworker.

The following may apply:

- If a person does not want to include all their names, with the exception of their family name, you can exclude them. For example, if the applicant has three names but only wants to include two of them on the HOTD.
- An applicant cannot add new names, or change names, without a change of name deed poll, statutory declaration or original acceptable birth certificate. The applicant must provide original documents. TDS will not accept copies of documents. For example, if there is only evidence of two names, but the applicant wishes to include three names on the HOTD, they must provide documentary evidence.
- When there is a discrepancy in the date of birth given by the applicant in their HOTD application, TDS caseworkers may only accept an original acceptable birth certificate, national passport or national identity card as evidence.
- If another part of the Home Office has issued status documentation without sight of an acceptable birth certificate or other identity documentation, TDS will usually accept the details on the status papers.

Recording changes in HOTDs

In this section

[How to change or replace a Home Office travel document](#)

[Lost or stolen Home Office travel documents](#)

[Expired or full Home Office travel documents](#)

Related links

[Information for applicants](#)

[Home Office travel document fees and refund policy](#)

[How Home Office travel document applications are handled](#)

When there is a change of name or a discrepancy in a date of birth, TDS can include an endorsement in the HOTD.

Below are some examples of these endorsements and when they are used.

Name change due to marriage

If the applicant submits the marriage certificate, a TDS caseworker will add the married name on the bio data page of the HOTD.

If the applicant does not submit their marriage certificate, a TDS caseworker will enter the maiden name on the bio data page and an endorsement can be added to reflect the married name.

Name change by deed poll, statutory declaration or adoption

If the applicant provides the original change of name deed poll, statutory declaration or adoption certificate, a TDS caseworker will add the new name on the bio data page of the HOTD. The old name will be shown in an endorsement, 'Formerly known as [insert name], deed poll dated [insert date] seen.'

No evidence of a change of name

If the applicant provides no acceptable documentary evidence of a change of name, a TDS caseworker will use the name previously accepted for the bio data page of the HOTD. TDS will then add the endorsement: 'Holder states correct name should be [insert name] but can provide no acceptable documentary evidence to support this.'

Date of birth discrepancy

If the applicant asks for a change to their date of birth which does not match the one on their passport, the document of entry or asylum questionnaire, they must provide one of the following as evidence:

- an original acceptable birth certificate
- a national passport, this may be different to the passport used to enter the UK
- a national identity card.

	<p>A statutory declaration or deed poll cannot be used as evidence of a date of birth.</p> <p>If the applicant does not provide acceptable evidence, a TDS caseworker will include the endorsement: 'Holder states correct date of birth is [insert date of birth] but can provide no acceptable documentary evidence to support this.'</p>	
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Home Office travel documents

Impounding and withdrawing a Home Office travel document

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains the circumstances when Home Office travel documents (HOTDs) can be impounded or withdrawn.</p> <p>HOTDs must be impounded or withdrawn from circulation by Border Force officers (BFO) or caseworkers in the following cases:</p> <ul style="list-style-type: none">• There is evidence the holder has travelled to a country for which the HOTD is not valid. In these cases, caseworkers or BFOs must give or send the holder an appropriate letter explaining their HOTD is being impounded. Caseworkers or BFOs must forward the impounded HOTD to the travel documents section (TDS) with any evidence the holder has travelled to their country of origin or any other country the document is closed to. For TDS address, see related link.• There is evidence the holder of a certificate of travel (COT) or stateless person's document (SPD) also holds a passport or travel document issued by their own or any other national authorities.• The holder of a convention travel document (CTD) is holding a passport at the same time. They are allowed to retain either the CTD or the passport. In these cases, caseworkers or BFOs must give or send the holder an appropriate letter explaining that their HOTD is being impounded. Caseworkers or BFOs must forward the impounded HOTD to TDS with any evidence that the holder has travelled to their country of origin or any other country the document is closed to.• The BFO or caseworkers believe the holder is not the person who was issued the HOTD, they must send the impounded HOTD to TDS with images of the impostor and a copy of any BFO's report.• The holder is no longer entitled to hold that document. In these cases, caseworkers or BFOs must forward the impounded HOTD to TDS with a copy of any BFO's report. <p>If the HOTD has been tampered with it must be sent to the national document forgery unit (NDFU). A report detailing the nature of the forgery must be sent to TDS. For TDS address, see related link.</p>	<p>Related links</p> <p>Convention travel document Stateless person's document Certificate of travel</p> <p>Links to staff intranet removed</p>
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Returning and exchanging HOTDs and national passports

An applicant can decide at any time they would prefer to hold their own national passport rather than their HOTD. The individual must send the HOTD to TDS before their passport can be returned.

The policy on dealing with such requests varies, depending on the document held and the status of the person.

Convention travel documents (CTD)

A person accepted as a refugee under the terms of the 1951 United Nations Convention relating to the Status of Refugees places that status at risk if they travel on their own national passport. TDS caseworkers must tell the individual about the potential risk before returning their passport and ask the individual to sign a declaration to show they understand this risk and are willing to give up their refugee status. This is letter ICD.0310. Once the individual has signed and returned the declaration, the CTD is copied to file and destroyed, and the passport returned to the holder by recorded delivery post.

Certificates of travel (COT) or certificates of identity (CID)

There are no restrictions for returning passports to holders of a CID or COT and the process is a simple exchange of documents. A TDS caseworker must copy the CID or COT to file before destroying it, and return the passport to the holder by recorded delivery post.

Holders of HOTDs who have become British citizens

When a person becomes a British citizen they no longer qualify for an HOTD. TDS must destroy the HOTD and, on request, must return any national passport previously kept by TDS to the holder by recorded delivery post.

Home Office travel documents

Contact

<p>About this guidance Types of Home Office travel document (HOTD) Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document</p>	<p>This page explains who to contact for more help with a specific case regarding Home Office travel documents.</p> <p>If you have read the relevant Immigration Rules and this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, you may email travel documents section (TDS) senior caseworkers for guidance on the policy, see related link.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact TDS senior caseworkers, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	<p>Related links</p> <p>Information owner</p> <p>Changes to this guidance</p> <p>Links to staff intranet removed</p>
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Home Office travel documents

Information owner

About this guidance Types of Home Office travel document (HOTD)	This page tells you about this version of the Home Office travel documents guidance and who owns it.	Related links																		
Application process for a Home Office travel document Impounding and withdrawing a Home Office travel document	<table border="1"><tr><td>Version</td><td>6.0</td></tr><tr><td>Valid from date</td><td>29 October 2013</td></tr><tr><td>Policy owner</td><td>Official – sensitive: information removed</td></tr><tr><td>Cleared by area director</td><td>Official – sensitive: information removed</td></tr><tr><td>Area director's role</td><td>Official – sensitive: information removed</td></tr><tr><td>Date cleared</td><td>29 March 2011</td></tr><tr><td>This version approved for publication by</td><td>Official – sensitive: information removed</td></tr><tr><td>Approver's role</td><td>Official – sensitive: information removed</td></tr><tr><td>Approval date</td><td>28 October 2013</td></tr></table>	Version	6.0	Valid from date	29 October 2013	Policy owner	Official – sensitive: information removed	Cleared by area director	Official – sensitive: information removed	Area director's role	Official – sensitive: information removed	Date cleared	29 March 2011	This version approved for publication by	Official – sensitive: information removed	Approver's role	Official – sensitive: information removed	Approval date	28 October 2013	Contact Changes to this guidance Links to staff intranet removed
Version	6.0																			
Valid from date	29 October 2013																			
Policy owner	Official – sensitive: information removed																			
Cleared by area director	Official – sensitive: information removed																			
Area director's role	Official – sensitive: information removed																			
Date cleared	29 March 2011																			
This version approved for publication by	Official – sensitive: information removed																			
Approver's role	Official – sensitive: information removed																			
Approval date	28 October 2013																			