



**PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE TD112 BRP APPLICATION FORM.**

**EACH PERSON APPLYING FOR A HOME OFFICE TRAVEL DOCUMENT MUST USE A SEPARATE APPLICATION FORM.**

**Do not book travel until you have received the Home Office travel document. We cannot accept responsibility for travel you book before it arrives.**

Home Office travel documents can only be issued showing the same details recorded on your Biometric Residence Permit (BRP). If your personal details as recorded on your BRP need to be changed because they are no longer correct e.g. you have married and changed your name, you must first apply for a BRP in your new personal details using a form NTL or TOC. If you do not first obtain a new BRP, your travel document application will be refused. Once you have obtained a BRP in your new personal details, you may make an application for a Home Office travel document.

Please check the qualifying criteria carefully before you apply and make sure that you are paying the correct fee. **Paying the wrong fee may delay your application.**

[www.gov.uk/transfer-visa](http://www.gov.uk/transfer-visa)

Do not use this form if you wish to replace a BRP if it has been lost, stolen or damaged.

To apply for a replacement BRP, you must use form BRP (RC)

[www.gov.uk/replace-brp](http://www.gov.uk/replace-brp)

## Guidance

### 1. Biometric residence permit

From 29 February 2012 anyone applying for a Home Office travel document must also apply for a BRP if they do not already hold one that shows their current personal details. **IMPORTANT - Please ensure you read the notes at the top of this guidance before applying.**

## 2. 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, and present in the UK in one of the eligible groups listed in sections 3, 4 or 5 of these notes.

## 3. Who qualifies for a 1951 UN Convention refugee travel document?

- A refugee who has been granted asylum in the UK. If you have been recognised as a refugee under the terms of the 1951 United Nations Convention Relating to the Status of Refugees, you may apply for a 1951 UN Convention refugee travel document (blue).
- A person who has come to the UK on a Family Reunion visa to join a refugee who is present in the UK.

## 4. Who qualifies for a 1954 UN Convention stateless person's travel document?

A stateless person who has been recognised as a stateless person under the terms of the 1954 United Nations Convention Relating to the Status of Stateless Persons, you may apply for a 1954 UN Convention stateless person's Document (red).

## 5. Who qualifies for a Certificate of Travel?

Certificates of Travel (COT's) are issued at the discretion of the Secretary of State and **may** be issued to people who are:

- permanently resident in the United Kingdom (UK), or
- have been granted Humanitarian Protection (HP) or Discretionary Leave (DL) to enter or remain in the UK for a limited period, following an unsuccessful asylum application, and
- can provide documentary evidence that they have been formally and, in the view of the Secretary of State, unreasonably refused a passport by the government of the country of which they are a national. This evidence should be obtained before an application for a COT is made and submitted with the application. Only original documentation is acceptable. Failure to provide this evidence may lead to the application being refused.

To be 'formally and unreasonably refused' a passport by their national authorities, an applicant must have applied for a passport in the manner required by their national authorities.

Applicants need to demonstrate why the refusal is unreasonable. We do not consider it unreasonable for a national authority to refuse a passport because the applicant for example:

- did not provide evidence to confirm their identity and nationality,
- is required to complete required military service; or

- has a criminal record in their country.
- did not comply with tax legislation in their home country.

We do make exceptions in cases where HP has been granted following the refusal of asylum, where it has been accepted that such persons have a fear of the authorities of their country. These people may not need to send us a letter from their embassy or high commission. People who have been granted HP for other reasons e.g. family circumstances, or because of a medical condition, must apply for a passport from their national authorities before they may apply for a COT.

Where applicants meet the criteria, but their country of nationality:

- does not have the ability to issue a national passport in the UK,
- is unable to accept applications that can be processed by their national authorities overseas,
- refuses to accept an application.

Requiring such people to prove their application has been unreasonably refused may be discounted. This will depend on the reasons why the embassy is unable or unwilling to accept an application.

Applicants who need to travel urgently, must submit evidence explaining the need for urgent travel. We will consider exceptionally issuing a COT of limited validity to meet that short term need. In all cases, original documentary evidence of the need to travel, and a receipt from their embassy for their passport application, must be submitted

In addition, in cases where an applicant meets the criteria and they provide evidence that their embassy is considering their application for a passport, but this will take an unreasonably long time, and the person can prove that they have an urgent need to travel, we will consider exceptionally issuing a COT of limited validity to meet that short term need. The applicant must submit original documentary evidence of their need to travel, and a receipt from their embassy for their passport application.

Acceptable urgent travel reasons may include

- essential employment or business reasons;
- compelling, compassionate reasons;
- religious reasons or other compelling reasons why it is essential for the applicant to travel or;
- essential educational trips.

A holiday is not considered an urgent reason for travel.

## **6. If you only have 6 months or less leave to remain in the UK.**

It is not possible to issue a Home Office travel document for longer than your permission to remain in the UK, and most countries will not accept a travel document with less than 6 months' validity. If you wish to extend your leave in the UK, you should make an application for further leave to remain in the UK. Any such application will be considered by the appropriate section within UK Visas and Immigration.

## **7. Who qualifies for a One-way travel document**

A one way travel document may be issued to a non British citizen in the UK, regardless of status, who wishes to leave the UK permanently and voluntarily and does not have a valid passport/travel document of their own. It can only be used for a single journey. It will not allow re-entry into the UK. It is valid for one year, but is designed for immediate use. Evidence of

identity must be provided with the application. You do not need to apply for a BRP if you are applying for a one-way travel document.

## 8. How long will the travel document be valid for?

Type of document	Validity of document Adult	Validity of document Child
1951 UN Convention refugee travel document	Normally valid for up to 10 years or in line with limited leave. May be issued with a shorter validity if considered appropriate.	Normally valid for up to 5 years or in line with limited leave. May be issued with a shorter validity if considered appropriate.
1954 UN Convention stateless persons travel document	Normally valid for up to 10 years or in line with limited leave. May be issued with a shorter validity if considered appropriate.	Normally valid for up to 5 years or in line with limited leave. May be issued with a shorter validity if considered appropriate.
Certificate of Travel	Normally valid for up to 5 years or in line with limited leave. May be issued with a shorter validity to meet an exceptional need or if considered appropriate.	Normally valid for up to 5 years or in line with limited leave. May be issued with a shorter validity to meet an exceptional need or if considered appropriate.
One way travel document	Valid for 12 months from the date of issue. Can only be used for a single journey out of the UK. It will not allow re-entry into the UK.	Valid for 12 months from the date of issue. Can only be used for a single journey out of the UK. It will not allow re-entry into the UK.

## 9. Which countries can you travel to with a Home Office travel document?

Before making travel arrangements, you should check with the embassy of the country/countries to which you wish to travel to or through, that they will accept the travel document.

- 1951 UN Convention Refugee Travel Documents (blue) will normally be valid for travel to all countries except those from which asylum was sought and/or your country of origin.
- 1954 UN Convention Stateless Person's Documents (red) will normally be valid for travel to all countries.
- Certificates of Travel (black) will normally be valid to all countries except those from which asylum was sought and/or your country or origin.
- One way travel documents are issued for travel to specified countries.

## 10. Children

If a Home Office travel document is required for a child, a separate application form must be submitted.

If the child is aged under 16, an application may be made for a child's travel document.

If the person is aged 16 or over, an application must be made for an adult document.

Children born in the UK may be entitled to a British passport if they were born in the United Kingdom:

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

Further information on nationality of children born in the United Kingdom is available at [www.gov.uk/register-british-citizen/overview](http://www.gov.uk/register-british-citizen/overview)

## 11. Application fees

**Application fees are subject to periodic review please make sure you are paying the right amount. Application fees are not refunded should the application be refused or withdrawn.**

Type of document	Adult	Child (aged under16)
1951 UN Convention Refugee travel document	£72	£46
1954 UN Convention Stateless persons travel document	£72	£46
One Way Travel Document	£72	£46
Certificate of Travel	£267	£134

## 12. Ensuring your application is complete

- Apply on the current version of form TD112 BRP.
- Pay the correct fee by a method specified in the payment guidance.
- Enclose two identical colour photographs of yourself taken within the last month against a cream/light grey background as specified in the separate passport photo guidance. Make sure one of the photographs is certified **only** by a professional person as specified at section 9 of the TD112 BRP application form.
- Enclose **original** current or expired passports or Home Office travel document(s), the document you used to enter the UK, Immigration Status Document, or Police Registration Certificate
- If you are aged 17 or under, make sure that a person with parental or legal authority gives the necessary consent by completing section 7 in full.
- Make sure that the declaration at section 8 is signed as specified.
- Make sure that section 9 is completed **only** by a professional person listed in note 5 on the form.

- Send the application to the Home Office address given on the form. **See note 20.**

## **13. Documents**

**Documents provided with the application must be originals.**

For any documents which are not in English, a professionally translated version must be provided. Make sure that passports or travel documents are signed.

## **14. Lost or stolen travel documents**

If you are applying to replace a lost or stolen travel document, you must provide full 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.

## **15. Completing the form - general**

Please complete the form in capital letters and black ink.

In the payment section and other sections where you give personal details and addresses, use one box for each letter or number, and leave an empty box between names or words.

Follow the Payment Guidance on pages 2 and 3 of the TD112 BRP form when completing the payment details.

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

## **16. Completing the form - section 7**

If you are aged 17 or under, your parent, guardian or other person with parental responsibility must give consent by completing 7.1 and 7.2 and signing 7.3. Proof of guardianship or parental responsibility must be submitted. This should be either a court order or a letter confirming responsibility from the relevant local authority.

If you are aged 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 7.2 needs to be completed.

## **17. Completing the form - section 8**

If you are aged 16 or over, you must sign the declaration in section 8.

If you are under the age of 16, your parent or another person with legal responsibility must sign on your behalf.

## 18. Signing the application form

Your signature will be scanned into the travel document. Please make sure that your signature is inside the box and **not touching any of the lines**. Please see the example below. If your signature does not comply, this will delay your application.



John Smith

## 19. Final checks

Carefully check 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 delay the application. If any documents or information are missing, we will contact you with a request for any missing item(s).

## 20. Posting your application

The address to which **you must send** your TD112 BRP application form is:

Home Office  
Travel Documents BRP  
PO Box 588  
Durham  
DH99 1AA

Posting it to any other address will delay your application. **This address is only to be used when sending your application.**

If you use Royal Mail Signed For service or Special Delivery, this will help us to track your application. Make sure that you keep the Signed For or Special Delivery reference number.

We will return any documents we do not need to keep by Royal Mail Signed For service. If you would like these documents to be returned by Special Delivery, you **must** provide a prepaid Special Delivery envelope which is large enough.

If your application is successful, the travel document will be delivered by DX courier service. Please note you may be required to sign to confirm receipt of the Home Office travel document.

If you also applied for a BRP, and that application is successful, the BRP will be delivered separately by DX courier Service. Please note you may be required to sign to confirm receipt of the BRP.

## 21. Contacting us after you have applied

To contact us after you have applied, **do not use** the address to which you posted your application. Please **only** write using the details below:

Home Office  
Travel Documents Section  
Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY

Email: [traveldocumentenquiries@homeoffice.gsi.gov.uk](mailto:traveldocumentenquiries@homeoffice.gsi.gov.uk)

and give the following details in your letter:

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

Please note that you cannot check the application's progress or submit any documents in connection with it by visiting one of our Premium Service Centres.

## 22. Priority requests

Please note that we will only deal with an application as a priority if there is a sufficiently compelling or compassionate reason to do so, supported by acceptable documentary evidence. Examples of acceptable evidence might be a recent death certificate, or a recent medical report or Doctor's letter. Copies of documentary evidence can be emailed to [traveldocumentenquiries@homeoffice.gsi.gov.uk](mailto:traveldocumentenquiries@homeoffice.gsi.gov.uk) or faxed to 020 8196 0109. However, original documentary evidence must also be posted to the address at **section 21** of this guidance.

If no evidence is submitted, or it is decided that priority consideration is not appropriate, your application will not be considered as a priority.

## 23. Obtaining application forms

You can obtain application forms from our website at [www.gov.uk/apply-home-office-travel-document](http://www.gov.uk/apply-home-office-travel-document)

You can obtain Passport Photo Guidance from our website at [www.gov.uk/government/publications/passport-photographs](http://www.gov.uk/government/publications/passport-photographs)

## 24. Other enquiries



We also have the following freephone textphone number: 0800 389 8289

## 25. Choosing an immigration adviser

If you engage an immigration adviser, take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers.

The OISC website at: [www.gov.uk/oisc](http://www.gov.uk/oisc) 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 (OISC)  
5th Floor  
21 Bloomsbury Street  
London  
WC1B 3HF

Telephone: 0345 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 or be **0370 606 2555** visit their website at [www.sra.org.uk](http://www.sra.org.uk)

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

Legal Ombudsman  
PO Box 6806  
Wolverhampton  
WV1 9WJ

Telephone: 0300 555 0333

## 26. 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.

## 27. 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 payments.

## 28. Biometric residence permits

Information about Biometric Residence Permits, including the application process, can be found at: [www.gov.uk/biometric-residence-permits](http://www.gov.uk/biometric-residence-permits)