



These Guidance Notes must be used in conjunction with application form TD112 BRP.

**Do not use this form if you wish to replace a UK Biometric Residence Permit because it has been lost, stolen or damaged, or because of any changes in your personal details.  
YOU MUST NOT MAKE ARRANGEMENTS TO TRAVEL UNTIL YOU HAVE RECEIVED YOUR TRAVEL DOCUMENT**

**To apply for a replacement Biometric Residence Permit, you must use form BRP(RC).**

The same day service at our public enquiry offices is NOT available for travel document applications.

## GUIDANCE NOTES

### 1. BIOMETRIC RESIDENCE PERMIT

From 29 February 2012 anyone applying for a Biometric Travel Document must also apply for a Biometric Immigration Document otherwise known as a Biometric Residence Permit (BRP). The TD112 BRP application form is used for both BRP and travel document applications.

### 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 part 3 of these notes.

### 3. WHO QUALIFIES FOR A HOME OFFICE TRAVEL DOCUMENT?

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

- A refugee who has been granted asylum. 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 Convention Travel Document (blue).
- A stateless person. If you have 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 Stateless Person's Document (red).

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

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

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

The groups subject to these requirements are:

- A person granted humanitarian protection for a limited period following a refused asylum claim. You may apply for a Certificate of Travel (black)
- A person granted indefinite leave to remain. You may apply for a Certificate of Travel (black).
- A person granted discretionary leave for a limited period following a refused asylum claim. You may apply for a Certificate of Travel (black).

### 4. LESS THAN 6 MONTHS' LEAVE OUTSTANDING

As most countries will not accept a travel document with less than 6 months' validity at the time of any return journey to the UK, you should have sufficient leave before applying for a travel document.

### 5. ONE-WAY TRAVEL DOCUMENT

If you are in the UK and are not British, you may apply for a one-way document. Your immigration status is not relevant for such an application but you must provide evidence of your identity. You do not need to apply for a BRP if applying for a one-way document.

### 6. WHICH TYPE OF DOCUMENT SHOULD YOU APPLY FOR?

You should apply for the appropriate document for the group to which you belong among those listed in part 3 of these notes. The table below sets out the Home Office status letters and documents most frequently issued to persons who may qualify for a Home Office travel document.

Type of document	Possible Status Letter/Document	Adult	Child (aged under 16)
Convention Travel Document	ACD 0122 / ACD 2151 / ADL 1 / ASL 2167 / GEN 23 / GEN 22 / ICD 0726 / BRP	£72.50	£46
Certificate of Travel	ACD 1047 / ACD 1080 / ACD 2164 / ACD 2168 / ACD 2169 / ADL 27 / GEN 19 / ICD 0009 / ICD 0128 / ICD 0717 / RON 58 / RON 60 / BRP	£257	£164

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

Convention 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.

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

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

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

Before applying for a Home Office travel document, you should check with the embassy of the country to which you wish to travel that they will accept the document.

## 8 CHILDREN

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

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

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

Children should normally travel on a British pass-

port 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 the nationality of children born in the United Kingdom is available on the British nationality pages of our website at <http://www.ukba.homeoffice.gov.uk/britishcitizenship/>.

## 9 ENSURING YOUR APPLICATION IS COMPLETE

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

- 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 against a white background as specified in the separate photograph guidance, and make sure one of the photographs is certified **only** by a professional person as specified at section 9 of the form.
- Enclose **original** current or expired passports or Home Office travel document(s), UFF entry clearance visa travel document, Immigration Status Document, visa promise letter 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 by prepaid post to the UK Border Agency address given on the form.

## 10 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.

## 11 LOST OR STOLEN TRAVEL DOCUMENTS

If you are applying to replace a lost or stolen travel document, you must provide a police report and crime reference number, together with 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.

## 12 COMPLETING THE FORM - GENERAL

Please complete the form in capital letters and black ink.

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

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.

## 13 COMPLETING THE FORM - SECTION 6

When completing this section, please note that we would not consider the refusal of a passport or travel document by your national authorities to be unreasonable if you:

- did not provide evidence to confirm your identity; or
- were not prepared to undertake military service in your country, or
- have a criminal record there.

## 14 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 letter of appointment with confirmation of responsibility by a solicitor or GP.

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.

## 15 COMPLETING THE FORM - SECTION 8

If you are aged 16 or over, you must sign the dec-

laration in section 8.

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

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

Signature



## 16 PHOTOGRAPHS

You must provide two recent (taken within the last month) identical colour passport size photographs of yourself one of which must be certified by a professional person as specified in Note 5 in section 9 of the form.

The photographs must be in the format specified in the separate photograph guidance for travel document applications.

The professional person certifying the photographs must do so by writing the following on the back of one of them:

" I confirm that this photograph is a true and correct likeness of..."

**followed by**

your (the applicant's) full name and Home Office reference number as given in section 1 of the form.

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

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

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

## 18 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 Recorded or Special Delivery, this will help us to record the receipt of your application. Make sure that you keep the Recorded or Special Delivery number.

We will send your travel document(s) and other documents by Recorded Delivery. If you would like them to be returned by Special Delivery, you **must** provide a prepaid Special Delivery envelope which is large enough.

## 19 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

and give the following details in your letter:

- the applicant's full name, date of birth and nationality
- any Recorded or Special Delivery number
- the date on which the application was posted
- 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 Public Enquiry Offices.

## 20 PRIORITY REQUESTS

Please note that we will only deal with an application out of turn if there is a medical emergency or a family funeral. In this case documentary evidence **must** be submitted in the form of a recent medical report, doctor's letter or death certificate by fax to 020 8196 0109 before we can consider giving an

application priority.

If no evidence is submitted, or it is decided that priority consideration is not appropriate, the application will be dealt with in turn.

## 21 OBTAINING APPLICATION FORMS

You can obtain application forms, the related guidance notes and the photograph guidance from our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

## 22 OTHER ENQUIRIES

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

## 23 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.oisc.gov.uk](http://www.oisc.gov.uk) contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

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

Telephone: 0845 000 0046

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

## 24 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.

## 25 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.

## 26 BIOMETRIC RESIDENCE PERMITS

On 25 November 2008, under the provisions of The Immigration (Biometric Registration) Regulations, Residence Permits were introduced for certain foreign nationals applying for permission to remain in the UK. The requirement to apply for such a Residence Permit has been gradually extended across the whole range of immigration applications.

From 29 February 2012 this includes applications for Biometric Travel Documents.

### a. What is a Residence Permit?

The Biometric Residence Permit is a residence permit which holds your biographic details (name, date and place of birth) and biometrics (see 26b), and shows your immigration status and entitlements while you remain in the UK.

This replaces the practice of placing a UK residence permit in the passport or the Immigration Status Document of anyone granted permission to remain in the UK. If you are issued with a Residence Permit, you will receive a leaflet giving more information about it and explaining your obligations as a Residence Permit holder.

### b. What are biometrics?

Biometrics are the unique physical characteristics that can be used to identify you, such as a facial image and fingerprints. These are the biometrics which we record for the purposes of the Residence Permit. We do so by taking a digital photograph of all applicants and the fingerprints of applicants aged 6 and over.

### c. Having your biometrics enrolled

If you are required to enrol your biometrics after you have submitted your application, you will be sent a notification letter telling you to arrange for your biometrics to be enrolled within 15 working days. This can be done at a number of Post Offices countrywide. The letter will supply all relevant information for anyone using this service. There is more information at our following website address.

<http://www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/>

### d. The enrolment procedure

The enrolment procedure is as follows. You will be asked to place your fingers, followed by your thumbs, on a glass screen for your 10 digits to be scanned. We will then take a photograph of your face.

The same process will be carried out for any dependants applying with you, except that any children under the age of 6 will only have their photograph taken.

The biometrics enrolled will then be recorded as part of your/their application(s).

Any children under the age of 16 must be accompanied by a responsible adult when their biometrics are enrolled (see Children under the age of 16 at 26f on page 6).

In some circumstances, you may be required to attend an identity interview if we require further information to establish your identity.

### e. How will you be notified of the outcome of your application for a Biometric Residence Permit?

If your application is successful, you will be sent a Biometric Residence Permit by secure delivery,

### f. Children under the age of 16

For legal reasons, we cannot enrol the biometrics of children under the age of 16 unless they are accompanied by a responsible adult.

When their biometrics are enrolled the person accompanying them must be a responsible adult aged 18 or over who is either the child's parent or guardian, or a person who for the time being takes responsibility for the child. Any such person must be named on the application form.

If the person accompanying the child(ren) under 16 is not their parent or guardian, the responsible adult named on the application form must bring with them a letter confirming that they are author-

ised to take responsibility for the child(ren) when they have their biometrics enrolled. They will also be asked for an acceptable form of identity, such as a passport or UK photo driving licence, which will be checked against the details given on the application form.

#### **g. What if you fail to have your biometrics enrolled?**

When you receive a notification letter requiring you to have your biometrics enrolled within 15 working days but fail to do so, you will be sent a warning letter. This letter will tell you what you must do to comply with the requirement to have your biometrics enrolled and what will happen to your application if you fail to do so as instructed in the letter.

#### **h. What if you fail to comply with the enrolment process?**

If you fail to co-operate fully with the enrolment process, for example by attempting to obscure your fingerprints or face, you will be warned that your refusal to comply may result in your BRP application being refused on the grounds of non-compliance with regulations made under the UK Borders Act 2007.

#### **i. What about any medical or physical conditions that may require the UK Border Agency to provide you with special arrangements?**

If you have a medical or physical condition which may require special arrangements to be made in order for your biometrics to be enrolled, you must obtain a letter or other document giving the details of any such condition and enclose it with your application.

Appropriate documentary evidence would be a letter from a treating clinician, such as a practicing doctor registered with the General Medical Council, giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

#### **j. Do you need to make any special preparations before your biometrics are enrolled?**

There are no special preparations as such. However, if your fingers are not clean, you may have to wash them before we scan your fingerprints.

Similarly, if you have stain (such as henna), paint or similar substances on your fingers, this could prevent us from recording your fingerprints. If that were to happen, you would have to make new arrangements and that would delay the consideration of your application.

#### **k. What if your Biometric Residence Permit is lost or stolen?**

You will need to email:

[BRPDelivery@homeoffice.gsi.gov.uk](mailto:BRPDelivery@homeoffice.gsi.gov.uk) if there is an issue with the delivery of your Biometric Residence Permit.

[BRPError@homeoffice.gsi.gov.uk](mailto:BRPError@homeoffice.gsi.gov.uk) if there is an error on your Biometric Residence Permit.

[BRPLost@homeoffice.gsi.gov.uk](mailto:BRPLost@homeoffice.gsi.gov.uk) to report the loss or theft of a Biometric Residence Permit.

[employerBRPverification@ukba.gsi.gov.uk](mailto:employerBRPverification@ukba.gsi.gov.uk) if you are an employer or sponsor and you want to confirm that a Biometric Residence Permit is valid.

If you do not have an email address, you will be able to send your enquiries by Freepost to:

Freepost RRYX-GLYU-GXHZ  
Returns Unit  
PO Box 163  
Bristol  
BS20 1AB

If you fail to apply for a replacement card within 3 months of reporting its loss, theft or other reason for needing a replacement, you could be liable to a fine of up to £1,000 or curtailment of your stay in the UK.