



Home Office

Photographing

Photographing

About this guidance

<p>About this guidance</p> <p>When to take photographs</p> <p>Photographing children</p> <p>Applying for Home Office travel documents</p>	<p>This guidance tells you when Home Office and Border Force staff can take the photograph of passengers and applicants who have been detained.</p> <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 with a specific case if your senior caseworker or line manager can't answer your question</p> <p>Information owner – This page tells you about this version of the 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>Contacts</p> <p>Information owners</p> <p>Related links</p> <p>Links to staff intranet removed</p>
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Photographing

Changes to this guidance

[About this guidance](#)

[When to take photographs](#)

[Photographing children](#)

[Applying for Home Office travel documents](#)

This page lists the changes to the 'Photographing' guidance, with the most recent at the top.

Date of the change	Details of the change
24 February 2014	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping and plain English changes throughout.
5 August 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.
	For previous changes to this guidance you will find all earlier versions in the archive. See related link: Photographs – archive.

Related links

See also

[Contacts](#)

[Information owners](#)

Links to staff intranet removed

Photographing

When to take photographs

<p>About this guidance</p> <p>When to take photographs</p> <p>Photographing children</p> <p>Applying for Home Office travel documents</p>	<p>This page tells you when you can take a photograph of applicants or passengers.</p> <p>Paragraph 18(2) of schedule 2, Immigration Act 1971 allows you to take the photograph of a passenger and applicant who has been detained.</p> <p>If a person is detained under paragraph 16 of the act, the following people can take reasonable steps to photograph, measure or identify them:</p> <ul style="list-style-type: none">• Home Office officers• Border Force officers• police constables• prison officers• any other person authorised by the Secretary of State.	<p>External links</p> <p>Schedule 2, Immigration Act 1971</p>
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Photographing

Photographing children

<p>About this guidance</p> <p>When to take photographs</p> <p>Photographing children</p> <p>Applying for Home Office travel documents</p>	<p>This page tells you when you can take a photograph of a young person.</p> <p>You must photograph all passengers who are issued with form IS81 (this includes children).</p> <p>You must scan the photograph on to CID. This helps identify the passenger if they abscond later. You must retain the hard copy securely on the port file, regardless of the outcome of the case.</p>	<p>Related links</p> <p>See also</p> <p>Links to staff intranet removed</p>
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Photographing

Applying for Home Office travel documents

<p>About this guidance</p> <p>When to take photographs</p> <p>Photographing children</p> <p>Applying for Home Office travel documents</p>	<p>This page tells you the requirements for photographs for Home Office travel document applications.</p> <p>Applicants must send two colour photographs for each application when they apply for a Home Office travel document. For more information on the standards the photographs must meet, see related link: Home Office website - Travel document photographic guidance.</p> <p>If a person applies for the first time, or if a previous travel document has been lost or stolen, a professional person must:</p> <ul style="list-style-type: none">• complete section 10 of the application form• sign one of the photographs on the back, and• write the following words on the back of the photograph:<ul style="list-style-type: none">○ 'I confirm that the photographs are true and correct likeness of (the full name and Home Office reference number of the applicant)'. <p>Examples of acceptable professionals are:</p> <ul style="list-style-type: none">• bank manager• doctor• legal advisors regulated by the Office of the Immigration Services Commissioner (OISC) at level 1 or above• legal advisors accredited under the Immigration and Asylum Accredited Scheme at probationer level or above• magistrate• minister of religion• police officer• prison officer• probation officer• social worker	<p>External links</p> <p>Home Office website - Travel document photographic guidance</p> <p>GOV.UK guidance on countersigning passport applications and photos</p>
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- solicitor
- teacher.

This is not a complete list. For more information, see related link: [GOV.UK guidance on countersigning passport applications and photos.](#)

Photographing

Contacts

<p>About this guidance</p> <p>When to take photographs</p> <p>Photographing children</p> <p>Applying for Home Office travel documents</p>	<p>This page explains who to contact for more help with queries about photographing.</p> <p>If you have read the guidance and still need more help, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, you may email: Biometrics strategy team 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 email the biometrics strategy team, 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 related link: Email: Modernised guidance team.</p>	<p>Related links</p> <p>Information owners</p> <p>Changes to this guidance</p> <p>External links</p> <p>Links to staff intranet removed</p>
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Photographing

Information owners

[About this guidance](#)

[When to take photographs](#)

[Photographing children](#)

[Applying for Home Office travel documents](#)

This page tells you about this version of the 'Photographing' guidance and who owns it.

Version	8.0
Valid from date	24 February 2014
Policy owner	Official – sensitive: information removed
Cleared by director	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
Clearance date	9 September 2010
This version approved for publication by	Official – sensitive: information removed
Approver's role	Official – sensitive: information removed
Approval date	20 February 2014

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must email: Biometrics strategy team (see related link), who will ask the MGT to update the guidance, if appropriate.

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 related link: Email: Modernised guidance team.

Related links

[Contacts](#)

[Changes to this guidance](#)

External links

Links to staff intranet removed