



**PLEASE READ THE QUALIFYING CRITERIA AT SECTIONS 2 TO 7  
OF THESE GUIDANCE NOTES BEFORE MAKING AN ONLINE  
APPLICATION AT:**

<https://www.gov.uk/apply-home-office-travel-document/how-to-apply>

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

You can get help completing your application if you don't feel confident using a computer or don't have access to one by contacting:

**Help completing the online form**

[visa@we-are-digital.co.uk](mailto:visa@we-are-digital.co.uk)

Text: 'VISA' to 07537 416 944

Telephone: 03333 445 675

Monday to Friday, 9am to 5pm

[Find out about call charges](#)

You can't get immigration advice through this service.

**Do not book travel until you have received your Home Office travel document. If you do, we cannot be held responsible for any changes or cancellations you may have to make**

Home Office travel documents can only be issued showing the same details recorded on your Biometric Residence Permit (BRP).

If you need to amend or replace your BRP, or other paper immigration document which has been lost, stolen or damaged, you must do so using the link below, before you apply for a travel document:

<https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service>

**If you do not comply with the above BRP application process, your travel document application will be refused.** Once you have obtained a replacement BRP, a BRP in your new personal details, or a BRP replacing a lost/stolen/damaged immigration document, you may make an application for a Home Office travel document.

**PLEASE SEND A COPY OF YOUR BRP, NOT THE ORIGINAL.**

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

**application fees please follow the link below.**

<https://www.gov.uk/apply-home-office-travel-document>

## 1. Biometric Residence Permit

From 29 February 2012 anyone applying for a Home Office Travel Document who does not already have a valid BRP, (for example, if you were granted leave to remain or enter on a paper Immigration Document), you are automatically applying for a BRP as part of the Travel Document application. **IMPORTANT - Please ensure you read the notes at the top of this guidance before applying.**

**PLEASE SEND A COPY OF YOUR BRP, NOT THE ORIGINAL.**

## 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 below.

## 3. Who qualifies for a 1951 UN Convention Travel Document? (Blue)

- a. A person who has been recognised as a refugee in the United Kingdom under the terms of the 1951 United Nations Convention Relating to the Status of Refugees, may apply for a 1951 UN Convention refugee travel document.
  - i. 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 Travel Document? (Red)

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

## 5. Who qualifies for a Certificate of Travel? (Black)

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

- a. permanently resident in the United Kingdom (UK), or
- b. 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
- c. 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:

- i. did not provide evidence to confirm their identity and nationality,
- ii. is required to complete required military service; or
- iii. has a criminal record in their country.
- iv. 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 do 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.

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

- d. does not have the ability to issue national passports in the UK,
- e. is unable to accept applications that can be processed by their national authorities overseas,

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. Do not apply for a Home Office Travel Document if you have less than 6 months leave to remain in the UK.**

Do not apply for a Home Office travel document if you have less than 6 months leave to remain. 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.

Any such application will be considered by the appropriate section within UK Visas and Immigration and not by the Travel Documents Section.

## 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 out of the United Kingdom. It will not allow re-entry into the United Kingdom. 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 and if you need a visa. The acceptability of a UK travel document is a matter between the holder and the country/countries to which the holder wishes to travel.**

- a. 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.
- b. 1954 UN Convention Stateless Person's Documents (red) will normally be valid for travel to all countries.
- c. Certificates of Travel (black) will normally be valid to all countries except those from which asylum was sought and/or your country or origin.
- d. 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 must be made.

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

If the person is aged 16 or over, an application must be made for an adult travel 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. Ensuring your application is complete

- Pay the correct fee.
- 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 [www.gov.uk/government/publications/passport-photographs](http://www.gov.uk/government/publications/passport-photographs)
- **Make sure one of the photographs is certified only by a professional person as specified in the “Confirm your identity” section.**
- Enclose original supporting documents.  
**PLEASE SEND A COPY OF YOUR BRP, IF YOU HAVE ONE, NOT THE ORIGINAL.**
- If you are aged 17 or under, make sure that a person with parental or legal authority gives the necessary consent.
- Make sure that the declaration in the “Confirming your identity” is signed as specified.
- Send the supporting documents to the address on your “supporting documents” check list.

## 12. Documents

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

For any documents which are not in English, a professionally translated version must be provided.

**PLEASE SEND A COPY OF YOUR BRP, IF YOU HAVE ONE, NOT THE ORIGINAL.**

## 13. 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 will 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.

## 14. Completing the form

If you are aged 17 or under, your parent, guardian or other person with parental responsibility must give consent. 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.

## 15. Declaration

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

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

## 16. Signing the declaration.

Your signature will be scanned into the travel document. Please make sure that your signature is in black ink, 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.



## 17. Posting your application and supporting documents

The address to which **you must send** your application and supporting documents is:

Travel Documents Section (SD)  
UK Visas and Immigration  
Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY

If you use Royal Mail Signed For service or Special Delivery, this will help us to track your application and supporting documents. 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, 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).

## 18. Contacting us after you have applied

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

Travel Documents Section  
UK Visas and Immigration  
Lunar House  
40 Wellesley Road Croydon  
CR9 2BY

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

and give the following details:

- your on-line application reference number
- your full name, date of birth and nationality
- the Signed For or Special Delivery number
- the date on which your application was made
- your Home Office file reference number if you have one

## 19. 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.gov.uk](mailto:traveldocumentenquiries@homeoffice.gov.uk) or faxed to 020 8196 0109. However, original documentary evidence must also be posted to the address at **section 18.** above.

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

## 20. 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

## 21. Complaints about our service

If you wish to make a complaint about our service, please refer to the complaints page on GOV.UK website for detailed information on how to do so.

## 22. Data protection notice

The Data Protection Act 2018 governs how we use personal data. For details of how we will use your personal information and who we may share it with please see our Privacy Notice for the Border, Immigration and Citizenship system at <https://www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship>. This also explains your key rights under the Act, how you can access your personal information and how to complain if you have concerns.

## 23. Biometric Residence Permits

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

**PLEASE SEND A COPY OF YOUR BRP, NOT THE ORIGINAL.**