



Foreign &  
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14 October 2014

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0929-14**

Thank you for your email of 25 September 2014 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

*'1. How many Emergency Travel Documents were issued for overseas applicants Jun -14, Jul - 14, Aug- 14 and Sep -14 Months*

*2. What is the turnaround time for those applications*

*3. What is the procedure followed'.*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

1. The total number of UK Emergency Travel Documents (ETDs) issued were:

- June 2014: 5,235
- July 2014: 5,309
- August 2014: 3,980
- September 2014: 3,352

Please note that our figures may differ slightly depending on the date a case has been closed. These figures do not include the number of pending applications for that month.

2. The Foreign and Commonwealth Office (FCO) aims to issue ETDs on the same or next working day for straightforward cases once we receive the full and complete application at the British Embassy, High Commission or Consulate. The turnaround time for non-straightforward cases, including those who have not previously held a British passport, can vary depending on the complexity of the case and in some cases it could mean that travel arrangements have to be delayed. It is the FCO's priority to provide an efficient service to all ETD applicants and we will aim to turn around each application as quickly as possible.

3. An ETD must be applied for in person. The British Embassy, High Commission or Consulate staff will check the applicant's eligibility by confirming the need to travel, verifying identity and that the applicant is a British national. If the applicant has never held a British passport before or is in the process of applying for a passport, the FCO may need to liaise with Her Majesty's Passport Office when completing these checks. An ETD will not be issued unless all these checks can be satisfied as we are unable to compromise on child protection.

For all cases the applicant will need to provide proof of travel plans, a police report (if their passport has been stolen), a recent photograph, completed application form and in most circumstances pay a fee. If the applicant is a child we also require consent from all those with parental responsibility. In more complex cases, including when the applicant has not previously held a British passport, the FCO or HM Passport Office may ask for additional information to satisfy the necessary checks, e.g. birth certificates, marriage certificates, medical records and photographs.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed releasable to the public unless it is exempt. The information we have supplied to you may now be published on our [website](#) together with any related information that will provide a key to its wider context.

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Yours sincerely,

FOI / DPA Team  
Consular Directorate