



**HM PRISON  
SERVICE**

Public Sector Prisons

**Prison Service Instruction**

Number  
**25/2007**

**TITLE**

**Travel Restriction Orders**

**PROCESS**

6400 Discharge

**IMPLEMENTATION  
DATE**

15 June 2007

**EXPIRY  
DATE**

14 June 2008

**CONTAINS MANDATORY INSTRUCTIONS**

***For Action***

Governing Governors, Directors of Contracted Prisons

***Monitored by***

Area Managers, Governing Governors, Heads of Group/Units, Area Accountants, Heads of Finance.

***For Information***

All Prison Staff

***On authority of***

Prison Service Management Board,  
National Commissioner's Support Bureau.

***Contact Point***

Stella Francoise, Partnership Unit – Tel: 020 7035 4090

***Other Processes Affected***

This PSI should be read alongside PSO 0500,  
PSO 1250 and PSO 6400

**NOTES**

This PSI is a clarification and supplementary instruction to the global email issued on 29 January 2007

Issued **15/06/07**

**Purpose**

1. The purpose of this instruction is to notify all Governors and Directors of the mandatory requirement to inform Identity and Passport Service (IPS) of the actual release date of a prisoner who is subject to a Travel Restriction Order.
2. This Instruction requires Governors and Directors to notify the Immigration Service when a foreign national who is subject to a Travel Restriction Order (TRO) is due to be deported, released or transferred to an immigration centre.
3. It requires all UK passports in possession of those prisoners who are subject to TROs to be sent to IPS.

**Policy and output**

4. Section 33-37 of the Criminal Justice Act 2001 allows the courts to impose TROs on drug trafficking offenders who are sentenced to 4 years or more and to confiscate the passports of British nationals for the period of the travel ban.
5. To facilitate the implementation of this legislation IPS must be notified to ensure that they know when a travel restriction order comes into effect and when it is due to expire.
6. Governors and Directors must put in place a procedure to ensure compliance with the legislation that includes the following steps:
  - I. All prisoners subject to Travel Restriction Orders are identified on reception into the prison, recorded on LIDS/C NOMIS and the order placed on the warrant file within 2 working days of reception.
  - II. UK passports received into custody in the possession of a prisoner who is subject to a Travel Restriction Order are sent to IPS. The contact details are set out at [Annex A](#)
  - III. The Identity and Passport Service is notified no later than two weeks in advance of the actual release date of a prisoner who is subject to a Travel Restriction Order, or immediately where a prisoner is released at short notice. The notification template is set out at [Annex B](#)
  - IV. The Immigration Service is notified of the imminent movement of foreign nationals who are subject to Travel Restriction Orders. The contact details are set out at [Annex C](#).

**Implementation**

7. *This PSI must be implemented immediately.*

**Mandatory action**

8. *Governors and Directors must ensure that the contents of this Instruction are brought to the immediate attention of all relevant staff.*

***Resource Implications***

9. Implementation of this PSI has limited resource implications for data entry and notification but should be met from within existing resources.

10. **Additional Information about this PSI can be obtained from:**

Stella Francoise, Partnership Unit – Tel: 020 7035 4090

(signed)

**Ian Poree**  
**Director of Operational Policy**

**TRAVEL RESTRICTION ORDERS –IDENTITY AND PASSPORT (IPS) CONTACT  
DETAILS**

Major Operations Team  
Glasgow Passport Office  
3 Northgate  
96 Milton Street  
Glasgow  
G4 0BT

Email: [Margaret.McCluskie@ips.gsi.gov.uk](mailto:Margaret.McCluskie@ips.gsi.gov.uk)

Tel: 0141 342 1315

Fax: 0141 342 1112



**TRAVEL RESTRICTION ORDERS-HM PRISON SERVICE NOTIFICATION**

To: Identity and Passport Service  
 Glasgow Passport Office  
 3 Northgate  
 96 Milton Street  
 Glasgow  
 G4 0BT

From: HM Prison

Date:

|                 |  |
|-----------------|--|
| Full Name       |  |
| Date of Birth   |  |
| Place of Birth  |  |
| Prison          |  |
| Offence         |  |
| Date of Release |  |

Signed: .....

Date: .....

Full Name: .....

Email\*\*: .....

\*\* Please enter an email address for IPS to acknowledge receipt of this notification. This may be either to a named individual or functional mailbox.

**TRAVEL RESTRICTION ORDERS –BORDERS AND IMMIGRATION AGENCY CONTACT  
DETAILS**

**Richard Willmott / Howard Glass  
Watch list and Information Control Unit  
Status 2, Status Park  
Hayes  
UB3 5EY**

**Tel: 0208 745 2323**