Application For A
Home Office Travel Document
And A Biometric Residence Permit (also referred
to as a Biometric Immigration Document)

Do not apply for a Home Office travel document if you have changed your personal
details as your application will be refused. You must first apply for a Biometric
Residence Permit (BRP) in your new personal details using a form NTL or TOC.
Once you have obtained a BRP in your new personal details, you must make a new
application for a Home Office travel document and pay the appropriate fee.
www.gov.uk/transfer-visa

Do not use this form if you wish to replace a Biometric Residence Permit (BRP)
if it has been lost, stolen or damaged. To apply for a replacement BRP,
you must use form BRP(RC). www.gov.uk/replace-brp

YOU MUST NOT MAKE ARRANGEMENTS TO TRAVEL UNTIL YOU HAVE
RECEIVED YOUR TRAVEL DOCUMENT

In addition to this application form, you need the following two documents:
- TD 112 BRP guidance notes
- UK Visas & Immigration photograph guidance for travel document
  applications

You can download these documents from our website at:
www.gov.uk/photos-for-passports
www.gov.uk/government/publications/application-for-home-office-travel-document-
form-td112-brp

Our application forms change periodically. If you obtain this form some time before
applying, please check that it is still the version which must be used when you are
ready to apply.

The address to which you must post this application by recorded or special delivery
(complete with all the necessary documents and the correct fee) is:
Home Office
Travel Documents BRP
PO Box 588
Durham
DH99 1AA
THE FEE
The fees for each document are set out at the top of this and the next page. More information is available in the separate guidance notes. If you are unsure how much you need to pay, please call 0300 123 2241.

Applications for any type of Home Office travel document may be made by post only - our Premium Service Centres do not deal with these applications.

Applicants aged 16 or over must apply for an adult document.

Paying more or less than the listed amount(s) will delay the consideration of your application.

We do not refund the fee if your application is refused or withdrawn.

HOW CAN YOU PAY?
You can pay by one of the methods specified below, please do not send cash:

- Cheque
- Postal order
- Credit card* - Visa (including Electron), MasterCard or American Express (Amex)
- Debit card - Delta, Maestro* (including Solo)
- Banker’s draft

We do not accept any other form of payment.

1 Please note that when making large or multiple payments using your credit card, the anti-fraud measures that banks operate sometimes stop the full payment being taken. This can happen for a number of reasons. To prevent this you may inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.

Please be aware that not all banks offer this service.

* Maestro - we will only accept Maestro cards issued in the UK.

CHEQUES AND POSTAL ORDERS
You must make the cheque or postal order(s) payable to ‘The Home Office’ and cross the cheque or postal order(s) A/C Payee only.

Write the full name, nationality and date of birth of the applicant on the back of the cheque and/or each postal order and keep the postal order receipt(s).

Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

Please attach your cheque or postal order(s) to the front of the application form.

COMPLETING THE PAYMENT DETAILS PAGE
To ensure that your payment is processed without any delay, please note the points below when completing the payment details on page 3.

1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (e.g. a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.

3 This should be the full name of the applicant as given in his or her passport, travel document, identity card or immigration status document.

---

<table>
<thead>
<tr>
<th>Immigration status in the UK</th>
<th>Type of Document</th>
<th>Fee for an adult document and validity</th>
<th>Fee for a child (aged under 16) document and validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refugee</td>
<td>Convention Travel Document (blue) - 1951 Convention</td>
<td>£72.00 - valid up to 10 years or in line with leave</td>
<td>£46 - valid up to 5 years or in line with leave</td>
</tr>
<tr>
<td>Stateless person</td>
<td>Stateless Person’s Document (red) - 1954 Convention</td>
<td>£72.00 - valid up to 10 years or in line with leave</td>
<td>£46 - valid up to 5 years or in line with leave</td>
</tr>
<tr>
<td>Limited or indefinite leave to enter/remain (without refugee status)</td>
<td>Certificate of Travel (black)</td>
<td>£267 - valid for up to 5 years or in line with leave</td>
<td>£134 - valid up to 5 years or in line with leave</td>
</tr>
<tr>
<td>Any person who is not British wishing to leave the UK permanently</td>
<td>One way Travel Document (IS137)</td>
<td>£72.00 - valid for one journey out of the UK</td>
<td>£46 - valid for one journey out of the UK</td>
</tr>
</tbody>
</table>
4 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.

5 If you do not select a fee then we cannot take a payment and your application will be rejected as invalid.

8-12 Complete only if paying by card.

11 The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex the security code consists of 4-digits and is found on the front of the card.

If you do not provide the CVV number, we cannot take the payment and your application will be rejected as invalid.

12 It is the cardholder as named on the credit/debit card who must sign and date.
PAYMENT DETAILS: FORM TD112 BRP

Please complete in block capitals and black ink after first reading the payment guidance on pages 2 and 3.

Tell us which document you are applying for by ticking one of the boxes below.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Adult</th>
<th>Child</th>
<th>Adult</th>
<th>Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention Travel Document</td>
<td>£72</td>
<td>£46</td>
<td>£267</td>
<td>£134</td>
</tr>
<tr>
<td>Stateless Person’s Document</td>
<td>£72</td>
<td>£46</td>
<td>£72</td>
<td>£46</td>
</tr>
<tr>
<td>Certificate of Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Way Travel Document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Contact address in the UK for correspondence

2. Contact name in the UK if different from that of the applicant

3. Applicant’s full name

4. Date of birth

5. Amount - please tick the amount you are paying. If no fee is ticked we cannot take a payment and your application will be rejected as invalid.

6. How are you paying? Please tick a box.

7. Paying by cheque - please give cheque details below

   - Cheque number
   - Account number
   - Sort code

8. Paying by card - please complete 8-12 below

   - Which card are you using for payment? Please tick a box.

9. Name on card

10. Card number

11. Card details

12. Cardholder’s signature

Banker’s draft

Debit or credit card

Visa / Electron

MasterCard / Amex

Delta

Maestro / Solo

Postcode

Date

Valid from

Expiry date

(3 digit number or 4 digit number for Amex)

Card security number - CVV

Issue No. (where available)
If you are producing a double-sided copy of this application form, please include this page and make sure it falls on the reverse of the payment details page in the two-sided copy.

For administrative reasons, it’s important that the rest of the form begins with Section 1 - Your Details facing upwards.

PLEASE USE BLACK INK TO COMPLETE THIS FORM
**SECTION 1 - YOUR DETAILS**

1.0 Tell us which document you are applying for by ticking one of the boxes below.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Adult</th>
<th>Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention Travel Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stateless Person’s Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Way Travel Document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.1 Home Office reference number - this will usually be given on your status letter.

1.2 Your title - please tick

- Mr
- Mrs
- Miss
- Ms
- Other

If other, what is your title?

1.3 Your date of birth

Day | Month | Year
--- | --- | ---

1.4 Your gender - please tick

- Male
- Female

1.5 Your surname or family name (see Note 1 below)

- Your first name(s) (see Note 1 below)

1.6 Any other name(s) by which you have been known

1.7 Reason for change - for example, marriage, adoption, statutory declaration or deed poll (see Note 1 below)

Note 1 **Do not apply** for a Home Office travel document if your personal details are different to those on your Immigration Status Document or Biometric Residence Permit, as your application will be refused. Please refer to the information on page 1 of this form.

1.9 Your national insurance number (if you have one)

1.10 Your present nationality

1.11 Any previous nationality that you have held

1.12 Your place of birth - town or city and country

1.13 Passport or travel document number

1.14 How long have you lived in the UK?

Years | Months
--- | ---
**SECTION 1 - YOUR DETAILS**

1.15 Your daytime telephone number

1.16 Your e-mail address

1.17 Your UK address - please inform us immediately if this changes.

Name and address in the UK for all correspondence about your application if different from 1.17. Please note that we will not send Home Office travel documents, Biometric Residence Permits or correspondence to hostels, hotels or PO Box addresses.

1.18 Name of the person or representative

1.19 Address of the person or representative

1.20 Telephone number of the person or representative

1.21 If an immigration adviser is representing you, their Office of the Immigration Service Commissioner (OISC) reference

1.22 Which country/countries do you wish to travel to?

**SECTION 2 - SPONSOR’S DETAILS**

Complete this section if you have been sponsored to come to the UK. If you were not sponsored, go to section 3.

2.1 Your sponsor’s full name

2.2 His/her Home Office reference

2.3 His/her date of birth

2.4 Nationality

2.5 Your sponsor’s relationship to you
SECTION 3 - BIOMETRIC RESIDENCE PERMITS

It is mandatory to complete this section as required.

See Note 2 about Biometric Residence Permits.

Note 2  In accordance with regulations 3 and 4 of the Immigration (Biometric Registration) (Amendment) Regulations 2009, anyone applying for a Biometric Travel Document must also apply for a biometric immigration document, otherwise known as a Biometric Residence Permit. For information about Biometric Residence Permits, please see the separate TD112 BRP guidance notes (version 07/2014), which you should read before completing this form.

3.1 Do you have a Biometric Residence Permit which shows your current status and leave to remain?  
Yes ☐  No ☐

If yes please give the number

3.2 Are you a Family member of an EEA national exercising their Treaty Rights in the UK?  
Yes ☐  No ☐

3.3 Please give below the details of any previous immigration applications in any name you have made in either the UK or abroad. If you need more space, continue on a separate sheet and enclose it with this application form.

<table>
<thead>
<tr>
<th>The name in which you made the application</th>
<th>Date of application</th>
<th>Country in which application was made</th>
<th>British diplomatic post if application made abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.4 Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad?  
Yes ☐  No ☐  If yes, go to 3.5

3.5 Please give the details specified below in each case. If you need more space, continue on a separate sheet and enclose it with this application form.

<table>
<thead>
<tr>
<th>The name in which your fingerprints were taken</th>
<th>Date on which they were taken</th>
<th>Place at which they were taken</th>
<th>British diplomatic post if they were taken abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Children under 16 applying

3.6 A child under the age of 16 must be accompanied by a parent or a specified responsible adult when they have their fingerprints and/or photograph taken.

Please complete the appropriate box below and provide details of the parent or specified responsible adult who will be accompanying the child. See Note 3

<table>
<thead>
<tr>
<th>Name of Parent</th>
<th>Date of Birth</th>
<th>Nationality</th>
<th>Home Office Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of responsible adult</th>
<th>Date of Birth</th>
<th>Nationality</th>
<th>Relationship to child</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note 3  Under the biometric registration regulations, any child under the age of 16 who is required to apply for a biometric immigration document must have their fingerprints and/or a photograph taken in the presence of a responsible adult who is the child’s parent or guardian, or another person who for the time being takes responsibility for the child. If there is any reason preventing a parent from accompanying any child under the age of 16, the parent must nominate the responsible adult who will be accompanying them.

The responsible adult accompanying any child under the age of 16 will need to provide an acceptable form of identification, such as a passport or UK photo driving licence. If that person is not the parent or guardian of the child, they must have a letter confirming that they are a responsible adult who has a close connection to the child and has been authorised to accompany him or her.
### SECTION 4 - PERSONAL HISTORY

It is mandatory to complete this section as required. Please note that this application will be invalid if you do not.

You must answer every question in this section. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given will be checked with other agencies.

4.1 Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgments made against you?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have answered yes to question 4.1 above, give details below for each criminal conviction and/or civil judgment, starting with the most recent one - but first see Note 4 about criminal convictions.

**Note 4** Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about the Act is given towards the end of this section.

State name(s) in which convicted and/or against whom a civil judgment was made.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nature of the criminal offence(s) and/or civil action(s) - give details on a separate sheet and enclose it with this form if you need more space.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details, including date(s), of the sentence(s) and/or civil judgment(s) - give details on separate sheet and enclose it if you need more space.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Country or countries where the sentence(s) was/were passed or the civil judgment(s) was/were made.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must answer questions 4.2 to 4.7 below even if you have answered no to question 4.1. For help in answering these questions, please see the definitions on the next page.

4.2 Have you ever been charged in any country with a criminal offence for which you have not yet been tried in court?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.3 In times of either peace or war have you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.4 Have you ever been involved in, supported or encouraged terrorist activities in any country?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.5 Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.6 Have you by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.7 Have you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TD112 BRP Application Form (Version 04/2017) - Page 9 of 15
SECTION 4 - PERSONAL HISTORY

If you have answered yes to question 4.2, 4.3, 4.4, 4.5, 4.6 or 4.7 on the previous page, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become ‘spent’ or ignored after a ‘rehabilitation period’. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro’s Resettlement Plus Helpline on 020 7840 6464.

DEFINITIONS

For the purposes of answering questions 4.3 to 4.7, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at www.opsi.gov.uk/acts/acts2001/20010017 or purchased from The Stationery Office (telephone 0870 600 5522). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants applying with you.

War crimes
Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

Crimes against humanity
Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

Genocide
Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

Terrorist activities
Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person’s life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned in terrorism
An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.
SECTION 5 - DETAILS OF PASSPORTS, TRAVEL DOCUMENTS OR ID DOCUMENTS HELD BY YOU

Please give details in the box below of any of the listed documents you hold. **These documents must be submitted with your application and must be originals.** Failure to provide these original documents will delay your application and may result in its refusal.

These documents must also be provided for children under the age of 16.

If any of the documents listed below have been lost or stolen, you must provide us with a Police lost property report and crime number, together with an explanation of how and when the document was lost or stolen.

Required documents:

- Immigration Status Documents
- Leave to remain status letters
- Current or expired Home Office travel documents
- National passports or other travel documents issued outside the United Kingdom
- European Uniform Format Forms on which visas are affixed (formerly GV3)
- Foreign Identity Cards
- Visa Promise letters
- Police lost property report
- Police Registration Certificate

<table>
<thead>
<tr>
<th>Type of document</th>
<th>Document number</th>
<th>Place and country where document was issued</th>
<th>Date on which it was issued</th>
<th>Date on which it expires (or expired)</th>
</tr>
</thead>
</table>

If you are unable to provide the document(s) listed above with your application, please explain why in the space below.
SECTION 6 - OBTAINING DOCUMENTATION FROM YOUR OWN NATIONAL AUTHORITIES

You do not need to complete this section if you have been granted refugee status or recognised as a stateless person.

6.1 If you have not been granted refugee status or recognised as a stateless person, you must enclose with this application a letter from your Embassy/High Commission showing that they have formally and unreasonably refused your application for a passport or travel document. You should indicate why you believe the refusal to be unreasonable.

6.2 If you cannot provide the evidence requested at 6.1, please explain why in the box below and enclose any relevant documentary evidence in support of your explanation.

SECTION 7 - APPLICANTS AGED 17 or UNDER

Applicants aged 17 or under - the parent, legal guardian, or other person (or body) with parental responsibility for the applicant must give the necessary consent by completing 7.1, 7.2 and 7.3.

Applicants aged 16 or 17 with no parent or other person (or body) with parental responsibility - only 7.2 has to be completed but an explanation for the absence of anyone to give consent must be provided in a letter with this form.

7.1 Relationship to applicant - tick one box

Father ☐ Mother ☐ Legal guardian ☐ Other ☐ If other, what is your relationship? ☐

7.2 Has the custody of the applicant ever been made the subject of a court order or direction, or any other formal or informal agreement prohibiting their removal from the UK? If yes, please give details in a letter or other document and enclose it and any custody papers with your application.

7.3 CONSENT

I consent to this application for a travel document and to the applicant travelling abroad - please tick the box

If the applicant is a ward of court, consent must be given by an appropriate official of the court.

Full name of parent, guardian or other person giving consent

Signature of the person giving consent

Date
I hereby apply for a travel document and a Biometric Immigration Document. I confirm that I am present in the United Kingdom. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of myself and that I have read and understood the UK Visas and Immigration photograph guidance.

I confirm that apart from any document(s) mentioned in section 5 of the application form, I do not have any other passport(s), travel document(s) or ID card(s).

I confirm that I have not taken up residence in any other country which would allow me to apply for a travel document from the authorities of that country.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence; that it may be disclosed 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; and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to seek to obtain leave to remain in the United Kingdom by means which include deception.

I understand that if I am informing the Home Office that I have changed my gender, these details may in certain circumstances be shared with other Home Office colleagues. I consent to this, where necessary and understand that this information will only be shared in limited circumstances relating to identity and security in line with Section 22 of the Gender Recognition Act. I am aware they will otherwise be treated in confidence and that my rights under the Equality Act 2010, Data Protection Act 1998 and Article 8 of the European Convention on Human Rights will be unaffected.

If you are 16 or over your signature below will be scanned onto your travel document. Please ensure that it is written clearly in black ink within the signature box without touching the lines.

Signature

Date
**SECTION 9 - DECLARATION BY PROFESSIONAL PERSON**

This section must be completed by a professional person (see Note 5) who is not a relative of yours. It should be completed for all applications for Home Office travel documents.

| Note 5  | For the purposes of this application, a professional person is defined as one of the following: |
|-----------------------------------------------|
| - Immigration Adviser regulated by the Office of the Immigration Service Commissioner at level 1 or above |
| - Adviser accredited under the Immigration and Asylum Accreditation Scheme at probationer level or above |
| - Bank Manager |
| - Prison Officer |
| - Doctor |
| - Probation Officer |
| - Magistrate |
| - Social Worker |
| - Minister of Religion |
| - Solicitor |
| - Police Officer |
| - Teacher |

The professional person must also certify and sign one photograph of the applicant using the wording below:

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

<table>
<thead>
<tr>
<th>9.1 Title - please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr</td>
</tr>
</tbody>
</table>

If other, what is their title?

| 9.2 Full name |

Professional person’s details and signature

| 9.3 Full name |

| 9.4 Profession |

| 9.5 Name of business/organisation |

| 9.6 OISC/Law Society/GMC/Police Warrant number if applicable |

| 9.7 Business address |

| Postcode |

| 9.8 Telephone number |

| Official stamp |

| 9.9 Official stamp |

If you belong to an organisation which has an official stamp, please stamp the box with it. The stamp should clearly show the name and address of the company or organisation you work for. If you do not have an official stamp, please provide a letter or other document confirming your professional status.

| 9.10 Signature |

| Date |
PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents. At “A”, tell us how many of each of the listed items you are providing with your application. At “B”, list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form.

ALL DOCUMENTS SUBMITTED MUST BE ORIGINALS.

A. Listed items How many? B. Other documents How many?

- Photographs of applicant countersigned as per Section 9 Note 5
- Immigration Status Documents
- Leave to remain status letters
- Current or expired Home Office travel documents
- National passports or other travel documents, valid or expired
- European Uniform Format Forms on which visas are affixed (formerly GV3)
- Foreign Identity Cards
- Visa Promise letters
- Police lost property report
- Police Registration Certificate
- Proof of guardianship/parental responsibility (court order or letter of appointment with supporting confirmation)

Please note that in some cases, we may have to ask for other documents in addition to those specified in this form.

FINAL CHECKS

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

- Have you completed the correct application form?
- Have you completed all sections as required?
- Have you provided the photographs as specified in Section 9 and are they in the approved format?
- Have you provided your passport or travel document and all other relevant documents specified in section 5? These documents must all be originals
- Have you, or a parent or guardian signed and dated the declaration in section 8?
- If you are unable to send us any of the documents specified in section 5 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?

Finally, if you are posting it, please make sure that the application is addressed exactly as shown below.

Home Office
Travel Documents BRP
PO Box 588
Durham
DH99 1AA