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**CHAPTER 22  
SECTION 1****PASSPORTS AND  
TRAVEL DOCUMENTS****1. PASSPORT REQUIREMENTS UNDER THE IMMIGRATION ACT 1971**

All persons, including those with the right of abode and those who are otherwise exempt from control, arriving in and embarking from the United Kingdom are required by Paragraph 4(2) of Schedule 2 to the Immigration Act 1971 to produce a valid passport with photograph or some other document satisfactorily establishing their nationality and identity or citizenship, if required to do so by an immigration officer on examination under Paragraph 2 or 3 of that Schedule.

**2. UNACCEPTABLE PASSPORTS OR TRAVEL DOCUMENTS**

A passenger who produces:

- a national passport or other travel document issued by a territorial entity or authority which is not recognised by Her Majesty's Government as a state or is not dealt with as a government by HMG or which does not accept valid United Kingdom passports for the purpose of its own immigration control; or
- a passport or travel document which does not comply with international passport practice may be refused leave to enter under Paragraph 320(10) of HC 395 (but see **Chapter 9, Section 2** to these instructions).

**3. PERSONS EMBARKING WITHOUT TRAVEL DOCUMENTS**

Despite the Requirements of Paragraph 4(2) of Schedule 2, a person who presents himself for embarkation and who fails to produce a passport or satisfactory document cannot be prevented under Immigration powers from leaving. (See the relevant Chapter and Section on "**Embarkation**").

**Chapter 22, Section 2** provides guidance on the issue of Emergency Travel Documents to British citizens. Otherwise, immigration officers may not issue papers to facilitate the departure of persons who are not in possession of passports or other recognised travel documents. Such persons must be referred to the Passport Agency, the appropriate Consul or to the Travel Document Section at IND Headquarters in Croydon, as appropriate.

Where British citizens insist on travelling without a passport or with an invalid document, their attention should be drawn to the risk of being refused entry at their destination if they continue with their journey. The immigration officer should advise them that, if they get into difficulties, they will not be given priority treatment at their destination by the British Consular staff and that they will be charged at the out of hours attendance rate (in excess of £40 per hour).

***On no account should immigration officers assure passengers that they will experience no difficulties if they travel without a passport.***

#### **4. GRANTING LEAVE TO ENTER OR REMAIN TO PERSONS WITHOUT PASSPORTS OR WHOSE DOCUMENTS MAY NOT BE ENDORSED**

##### **4.1. Granting leave to enter**

A non-EEA national who is given leave to enter in the absence of a national passport or other recognised travel document should be given form IS 116 on which any necessary endorsements should be placed. The form should be stamped and impounded on embarkation and destroyed at the port of embarkation unless the issuing port specifically requests the return of the form in an individual case.

##### **4.2. Granting leave to remain**

Where a person qualifies for leave to remain but does not have a passport or where the document held by the applicant may not be endorsed because it falls into one of the categories described in paragraph 2 above, leave to remain should be endorsed on form RON 58.

Where a form RON 58 is encountered by an immigration officer either on embarkation or on a person's return to the United Kingdom after an absence abroad, ***it should not be impounded.***

#### **5. NATIONAL IDENTITY CARDS IN LIEU OF PASSPORTS**

National identity cards are to be accepted as documents satisfactorily establishing their nationality and identity or citizenship from nationals of EEA Member States and also, under special arrangements, from nationals of Monaco.

##### **5.1. Nationals of Monaco arriving with national identity cards in lieu of passports**

Under an agreement between the United Kingdom and Monaco, nationals are allowed to use national identity cards in lieu of passports, in certain circumstances, when seeking entry to the United Kingdom, the Channel Islands and the Isle of Man.

This agreement applies only to persons who are nationals of Monaco. It does not apply to persons of any other nationality, to stateless persons or to persons whose identity card is issued by authorities other than those of his own country.

## 5.2. **Visitors' Cards**

The agreements require that persons using national identity cards must also produce to the immigration officer a "Visitors' Card" in an approved form. The cards, which are pink in colour, are printed by the British Tourist Authority and it is the responsibility of the passenger to obtain one, usually from a travel agency or the carrying company before examination by the immigration officer. In practice, Visitors' Cards are available at the arrival control at most ports of entry.

The conditions governing its use are incorporated in the Visitors' Card.

A separate Visitor's Card is required for each adult and unaccompanied child.

Possession of a Visitor's Card does not exempt the holder from obtaining leave to enter at the port of arrival. Landing and, where appropriate, embarkation cards are required in the normal way.

## 5.3. **Limitations on the use of Visitors' Cards**

The Visitors' Card is valid for use only by a person coming for a ***visit of six months or less***.

It may not be used by a person who intends to enter employment in the United Kingdom or who may wish to stay longer than six months (but see paragraph 5.6 below). In this context "au pair" posts should not be regarded as employment.

## 5.4. **Examination of passengers and endorsement of Visitors' Cards and landing cards**

Identity cards should be carefully scrutinised to verify that they are in order and that the holder is eligible to use a Visitors' Card. Identity cards must not be endorsed with landing or embarkation stamps.

Visitors' Cards must be fully completed with the serial number of the identity card (if it is serially numbered), the holder's name, nationality, signature and particulars of accompanying children under the age of 16 years. They should be examined in the ordinary way on arrival and, provided they qualify under the conditions printed on the card and qualify under the Rules, they may be given leave to enter on Code 5N or for a period not exceeding six months on Code 3. Except in the circumstances set out in paragraph 5.6 below, Code 2 should not be imposed.

#### 5.5. Embarkation of persons admitted under Visitors' Card arrangements

When a person admitted under the Visitors' Card arrangements embarks, an embarkation card is only required when the person was given leave to enter on checkout conditions.

The visitors' card need not be stamped and a passenger should not be delayed if he cannot produce his visitors' card.

#### 5.6. Holders of work permits

A work permit holder who is a national of Monaco may, exceptionally, be given leave to enter if he presents an identity card in lieu of a passport. Leave should be given on Code 2 for six months or the period of the permit whichever is shorter. The endorsement should be made **on form IS 116** and the passenger advised to obtain a national passport before applying for an extension. The landing card should be endorsed "No passport - IS 116 issued". The dependants of a person given leave to enter in these circumstances may be given leave to enter for the same period but on Code 1.

#### 5.7. Visitors' Cards: The Irish Republic

Holders of Visitors' Cards wishing to visit the Irish Republic may be dealt with in the same way as passport holders, provided that they do not intend to stay for more than six months in the Common Travel Area and otherwise qualify under the conditions printed on the card. The Republic of Ireland has produced its own Visitors' Cards and these are distributed on the Continent by The Bord Failte Eireann under arrangements similar to those made by the British Tourist Authority. The cards and the conditions printed on them are similar to the British card but the cards are green in colour. They may be accepted at United Kingdom ports in the same way as cards printed by the British Tourist Authority.

### 6. NON-NATIONAL DOCUMENTS ISSUED BY THE HOME OFFICE

There are three classes of passport-style Travel Documents issued by the Travel Document Section. All three types of document guarantee the holder's return to the United Kingdom within their validity. Details of the individual classes of document are set out in paragraphs 6.1 - 6.3 below.

Home Office Documents issued since 16 August 1996 are machine-readable, conform with ICAO standards and are similar in size and appearance to the British Passport. Documents issued before 16 August 1996 will remain valid until their expiry date, although any person holding an old-style document may apply for a replacement new-style document at any time (the appropriate fee will be charged).

Each document has the facility for the inclusion of two children and the photograph of each child over one year of age is attached to the document. In the case of a family with more than two children, additional documents will be issued without further charge. Groups of up to three children will be included on each additional document but will only be able to travel with their parents.

#### **6.1. Convention Travel Documents (CTD)**

This document is issued to persons who have been accepted in this country as refugees under the terms of the 1951 United Nations Convention relating to the Status of Refugees. The document is valid for up to 10 years, depending on the holder's immigration status. The document is normally valid for travel to all countries except the holder's country of origin or from where asylum was sought. Travel Documents issued since 16 August 1996 have a dark blue cover with two diagonal gold lines across the top left-hand corner. Those issued before that date are lighter blue in colour with black lines across the corner.

The fee for the issue of a Convention Travel Document is currently £28, in line with the cost of a British passport.

#### **6.2. Stateless Persons Travel Document (SPD)**

This document is issued under the terms of the 1954 United Nations Convention relating to the status of Stateless Persons, to persons who are not considered to be nationals of any State under the operation of its laws. The document is valid for up to 10 years, depending on the holder's immigration status. It is normally valid for travel to all countries. The latest version of the document has a red cover but older ones, with a pink cover, may still be encountered.

The fee for the issue of a Stateless Person's Travel Document is currently £28.

### 6.3. Certificate of Identity (CID)

This certificate is issued to persons who do not qualify for those documents provided for under the Conventions of 1951 and 1954. It may be issued to persons who are **permanently resident** in the United Kingdom and:

- can show that they have been formally and unreasonably refused a passport by their own national authorities; or
- entered the United Kingdom on a non-national document which has expired.

A certificate of Identity may also be issued to persons who have **been granted exceptional leave to remain (ELTR) following an unsuccessful asylum application** if:

- the initial grant of ELTR was made after the implementation of the Asylum and Immigration Appeals Act 1993 (26 July 1993); or
- the initial grant of exceptional leave to remain was made before 26 July 1993 and they can show that they have been formally and unreasonably refused a passport by their own authorities.

The Certificate of Identity (CID) has a brown cover. The certificate is issued for periods of up to 5 years.

The fee for the issue of a Certificate of Identity is currently £67.

**(NOTE: THE CID IS NOT ACCEPTED AS A VALID TRAVEL DOCUMENT BY MANY EUROPEAN COUNTRIES.)**

### 6.4. The "Single Journey Document" - form IS 137

This document may be issued, upon application, to persons intending to leave the United Kingdom permanently and applicants are required to make a declaration to that effect. Such a document may be issued where, for example, a person is unable to obtain a passport from his own national authority and intends to emigrate to a third country or return permanently to his country of origin.

It is the responsibility of the applicant to make any necessary applications for visas and to ensure that he will be accepted at his final destination.

The format of the IS 137 is an A4 size sheet of white paper. One document may, where appropriate, be issued in respect of a whole family. The cost of an IS 137 is £28.

**Note:** *Form IS 137 should not be confused with the Proforma Letters used by immigration officers for the removal of passengers without travel documents (see Section 4 of this chapter - The Chicago Convention).*

#### 6.5. Impounding of Home Office travel documents by immigration officers

Non-national documents issued by the Home Office should be impounded and forwarded to Travel Document Section, 6<sup>th</sup> Floor, Lunar House, if:

- they bear an endorsement that they should be impounded on the holder's return to the United Kingdom;
- if the holder also holds a passport, issued by his own national authority since the issue of the Home Office travel document;
- ◆ the holder has travelled to a country for which the travel document is not valid; or
- ◆ it is clear the document has been tampered with.

#### 6.6. Immigration status of holders of Home Office non-national documents

The immigration status of the holder of a Home Office non-national document will be apparent from any Home Office endorsements on the visa pages:

- Where the holder's stay is subject to a time limit the Home Office will endorse the document:  
  
"The holder's leave to remain in the United Kingdom was varied by the Home Office on ..... so as to expire on ....."; or  
  
"The holder was given leave to enter the United Kingdom at ..... on .....".  
  
Persons with such endorsements should normally be given leave to enter under Section 3(3)(b).
- Non-national documents issued to persons settled in the United Kingdom are normally endorsed to show that there is no time limit on the holder's stay.

Any of the above endorsements will normally be made on page two of the Home Office Travel Document.

Where a non-national document does not contain any Home Office endorsement concerning the holder's immigration status, immigration officers

should seek to confirm the holder's status by other means, i.e. other documents, INDECS or by contacting the Travel Document Section.

## 7. ACCEPTANCE BY IMMIGRATION OFFICERS OF APPLICATIONS FROM SEAMEN FOR HOME OFFICE NON-NATIONAL DOCUMENTS

Applications from seamen for the issue of Home Office Travel Documents may be accepted by immigration officers at sea ports. A seaman can thus keep his police registration certificate (if applicable) and discharge book without which his ability to accept further sea employment, while his application is being dealt with, might be affected.

The application form should be closely scrutinised to see that it has been filled in correctly and, in the case of Certificates of Identity, section 7 "reasons for not being able to obtain a national passport" must contain a satisfactory statement.

Any travel document previously held should be forwarded with the application unless inconvenience would thereby be caused, in which case it may be retained until such time as a replacement can be sent. The completed application form should be signed by the immigration officer in the space marked "For Official Use" to the effect that all relevant data have been checked, and it should be sent with a postal order for the appropriate fee to Travel Document Section, Room 1320, Lunar House in an envelope marked "Travel document application".

Any travel document issued will normally be sent to the appropriate immigration officer for delivery to the seaman and, when this is done, any old travel document held should be impounded and sent to Travel Document Section.

## 8. ENTRY OF HOLDERS OF NON-NATIONAL DOCUMENTS ISSUED BY OTHER GOVERNMENTS OR AUTHORITIES

### 8.1. Those who do not require visas

Holders of refugee travel documents issued under the 1951 Convention relating to the Status of Refugees by countries which are signatories of the Council of Europe Agreement of 1959 on the Abolition of Visas for Refugees do not require visas if seeking entry to the United Kingdom **on visits for 3 months or less**. A list of the signatories to the Council of Europe Agreement is provided in **Chapter 1, Section 4, Annex U**.

The holder of such a document, who qualifies for leave to enter in this capacity, should be given leave to enter on Code 3 for 3 months or up to the expiry of the document, whichever is the shorter period.

Holders of such documents seeking entry for a longer period or for another purpose require visas.

Holders of non-national documents who are members of the family of an EC national should be dealt with in accordance with **Chapter 7, Section 3**.

## 8.2. Those who require visas

All other persons who hold non-national documents require visas, whatever their purpose in coming to the United Kingdom (subject to the TWOV concession) and, in the absence of one, should be refused leave to enter in accordance with Paragraph 320(5) of HC 395.

Those who hold visit visas and who qualify for leave in that capacity (including business visitors) may, unless they hold authorised visas which specify a different period of leave to be granted, be granted leave to enter on Code 5N (or Code 3 where appropriate) unless the application falls to be refused under Paragraph 321 of HC 395. Alternatively, persons in possession of non-national travel documents may be granted leave to enter on codes other than Code 5N or Code 3 where, for example, they are in possession of a valid work permit or are seeking entry for permit-free employment.

Returnability dates for persons holding such documents should be taken as the expiry date of the document or return visa, if applicable, whichever expires first.

Background information about documents issued by the **Palestinian Authority** is provided in **Chapter 37** of these instructions.

## 8.3. Applications for leave to remain in respect of holders of non-national documents who were granted leave to enter for 3 months in the absence of a visa

Such applications should be treated **strictly** in accordance with the Rules. Thus, where appropriate, applications should be refused on "no switching" grounds.

## 8.4. Persons from Taiwan

Persons holding documents issued in Taiwan who are genuine visitors may similarly be given leave to enter on Code 5N provided they meet the above criteria. Visas issued in Hong Kong to members of Taiwanese tour groups will bear the reference 'GV' and such persons may also be given leave to enter on Code 5N. No account need be taken of returnability in the case of these persons from Taiwan who hold United Kingdom visas issued in Hong Kong.

Further, background information about *Taiwan* is provided in **Chapter 37** of these instructions.

#### **8.5. Expired or soon to expire non-national document holders**

When a non-national document or return visa has expired or will do so within one month in circumstances not covered by the guidance in paragraph 8.1 - 8.3 above or paragraph 9 below, the holder should not normally be given leave to enter without reference to PCS. This procedure should be followed even if the passenger holds an authorised visa or is returning from a visit abroad (but see below, in the case of work permit holders).

#### **8.6. Work permit holders**

The time limit imposed on a returning stateless permit holder should be governed by his return facilities except where an extension has been granted by ICD beyond the validity of his return visa. In such a case the return facilities may be disregarded when determining the period of leave to be granted.

### **9. RESTRICTED RETURNABILITY**

Certain countries apply restrictions on the length of time which may be spent abroad by their own nationals and resident holders of non-national documents. However, the practice of strictly applying the concept of "restricted returnability" to limit the period of entry granted to those affected by this consideration has eased in recent years. Caseworkers and immigration officers should, however, consider a time-restricted grant of leave to enter where appropriate.

#### **9.1. On-entry**

In the case of non-national travel documents, the returnability date should be taken as the expiry date of the document or return visa, if applicable, whichever expires first.

In other cases, a valid passport can usually be accepted as evidence that the holder will be re-admitted to the country which issued it. Any apparent restrictions on returnability in the form of exit permit validity may therefore be disregarded and no record is required of exit permit or passport validity.

Permission to enter a third country, however, should not be assumed in the absence of documentary evidence in the form of a visa, re-entry permit or letter from the authorities of that country.

## 9.2. After-entry

Leave to remain may normally be granted beyond passport validity, but no more than one period should be granted on a passport which is already out of date. When leave to remain is granted on a passport which is already out of date and the applicant is likely to require further leave to remain before becoming eligible for settlement, note 6 should be issued to the applicant, stating that no further extensions will be granted in the out-of-date passport.

There is, however, no objection to placing an endorsement of indefinite leave to remain in an expired passport.

Leave to remain in respect of holders of non-national travel documents of any description should not go beyond two months before the expiry of the document or any exit visa endorsed within it. Where necessary, applicants should be advised to obtain an extension to the validity of the document if a further extension of stay is to be sought.

If an applicant fails to secure renewal of the passport or exit visa, a further application should be refused in accordance with Paragraph 322(8) of HC 395 (see **Chapter 9, Section 4** to these instructions).

## 10. COLLECTIVE PASSPORTS ISSUED IN THE UNITED KINGDOM

Collective passports are issued by the Passport Agency to approved parties of students, members of the Scout or Guide Movements or other recognised youth movements. Persons included in such passports must be:

- under 18 years of age;
- British citizens; and
- travelling abroad in the charge of a responsible leader.

Group leaders and, if applicable, deputy leaders must be over 21 years of age and holders of full British passports. The minimum number of persons included on a collective passport is usually 5 and the maximum 50. Members of groups travelling on collective passports sometimes carry individual identity cards authenticated by the Passport Agency. Whether or not they do so depends on whether or not the country to which they are travelling requires them to be held.

## 11. COLLECTIVE PASSPORTS ISSUED OUTSIDE THE UNITED KINGDOM

### 11.1. Composition of parties

A party of foreign nationals may use a collective passport for travel to the United Kingdom whatever the purpose of their visit provided:

- \* all the members of the party are to engage in a common enterprise and full arrangements are made for their visit before their arrival;
- \* their visit must not exceed 6 months (or a shorter period, if stipulated in the visa); and
- \* they enter the United Kingdom together, remain together as a party whilst here and leave the country together at the end of the visit.

### 11.2. Individual documentation

Each member of the party who is aged 16 years or over must be in possession of an official identity document bearing a photograph, eg an identity card, driving licence, certificate of identity or a passport which has expired not more than 3 years previously. Alternatively a certified photograph of each member may be affixed to the collective passport opposite his name. The photographs may be certified by the organising body or by the leader of the party and after affixing they should each be stamped by the entry clearance officer in such a way that it cannot be removed and replaced by another.

### 11.3. Conditions of issue and use

The number of persons who may be included on one collective passport must not be less than 5 or more than 50.

Each collective passport must:

- \* be issued by an authority competent to issue passports;
- \* be in a form previously approved by IND;
- \* give the date and place of issue and the name of the issuing authority;
- \* certify that all persons included in it are nationals of the country of the issuing authority (Italian documents are not certified in this manner as they never include non nationals) but see also paragraph 11.7;
- \* describe the party;
- \* state the country of destination;

- \* give the surnames in alphabetical order, first names, place and date of birth and place of residence for each member of the party;
- \* have adequate space for the immigration officer's endorsements and the visa stamp if required;

#### 11.4. **Alterations to collective passports**

Any amendments or additions to a collective passport may be made only by the issuing authority. Each alteration, other than deletions, should be separately authenticated by the entry clearance officer.

#### 11.5. **Leaders of parties**

The leader of a party travelling with collective passports must:

- \* be at least 21 years of age;
- \* remain in company with the party;
- \* be responsible for the group's compliance with the Immigration regulations;
- \* ensure that the members of the party remain together;
- \* possess an individual passport if the party consists of young people under the age of 21.

#### 11.6. **Visas and authentication of collective passports**

Collective passports should bear United Kingdom visas unless an agreement or arrangement exists for the abolition of visas for the nationals of the countries concerned.

Where no visas are required the collective passport should be authenticated by an entry clearance officer or Consul. No authentication is required for collective passports issued by EEA Member States or by the following countries:

Iceland; Monaco; San Marino; Turkey

#### 11.7. **Stateless young persons included on collective passports**

Stateless young persons under the age of 21, whose residence in the countries listed in paragraph 11.6 above has been authorised by the

authorities concerned, may be included on collective passports issued by those authorities provided:

- \* the names of stateless persons are listed separately from nationals and their status shown;
- \* the collective passport bears a clear indication at the top that the party includes stateless persons;
- \* each stateless person aged 16 or over carries an identity card bearing a photograph.

The inclusion of stateless persons on a collective passport commits the issuing government to the re-admission of such persons to its own territory without time limit, even when the stateless person does not return with the party.

#### **11.8. Reports to OASIS**

Reports should be submitted to OASIS, accompanied by copies of the collective passport, whenever any irregularities are noticed in the use of these passports and whenever any person fails to leave with his party.

### **12. PASSPORTS OF CONVENIENCE**

Passports are issued by certain authorities to persons who do not possess the nationality of the country concerned and who have limited or no connection with it, and officers should be aware of the occurrence of such document abuse. Such documents do not satisfactorily establish nationality or citizenship and, unless they hold further and satisfactory evidence of their nationality and identity, the holders require United Kingdom visas.

Such documents are neither counterfeit nor falsified, and the majority have the appearance of full national passports, but either make no reference to nationality or refer to nationality only by a numerical coding.

The Immigration Service National Forgery Section (ISNFS) hold an interpretation of some of the numerical nationality codings referred to above under reference 30/15/17.

#### **12.1. Report to ISNFS**

In all cases when a passenger is found to hold, or is believed to hold, a passport of convenience, The Immigration Service National Forgery Section (ISNFS) should be contacted prior to the conclusion of interviews or removal. If this proves to be impossible, as much information as possible should be

obtained about the means of procuring the document including, where possible, the names and addresses of agents and the costs involved. In either event, copies of the document involved plus any relevant supporting documentation and officers' reports should be submitted to ISNFS for their action.

### 13. DECLARATION OF IDENTITY FOR VISA PURPOSES

Visas for the United Kingdom issued by Foreign and Commonwealth Office posts abroad to persons who either have no travel document or one issued by an authority not recognised by HM Government are endorsed on a Declaration of Identity for Visa Purposes (form GV3).

The document contains details of name, occupation, residence, date and place of birth, any children accompanying, description, photograph and signature witnessed by a British Vice-Consul. It contains no indication of the nationality of the holder; it has no validity of its own and evidence of returnability must be sought from the holder's passport or residence permit.

There are, however, circumstances in which the entry clearance officer will endorse a GV3 with a visa but without any supporting documents. A person bearing a GV3 and a visa in these circumstances should be granted entry provided that the immigration officer is otherwise satisfied that he qualifies for entry under the Rules.

In cases of doubt, the advice of OASIS at ISHQ may be sought.

### 14. THE EUROPEAN COMMUNITY LAISSEZ-PASSER

This document is issued to senior civil servants and politicians representing the Community. The laissez-passer should be accepted without question as a satisfactory document and holders, who are exempt from control, allowed to pass through the control unhindered.

### 15. REMOVAL OF PASSENGERS WHO ARRIVED WITHOUT DOCUMENTS OR WITH FORGED OR COUNTERFEIT DOCUMENTS

Guidance on this subject is provided in:

- \* **Section 4** to this chapter "*The Chicago Convention*" when the person is to be removed to a country which is signatory to the Chicago Convention; or
- \* **Chapter 9, Section 8** under the heading "*Removal of persons without documents*" in the case of persons being removed to other countries.



EXAMPLE 2

LOCALLY-HELD TRAVEL DOCUMENTS

Date from NFS	NFS & local ref's.	Nat.	Name	Serial No.	Current location (Officer/Section)	Remarks (e.g. on temporary loan; or permanent acquisition)	Date to ret to NFS (if applicable)