

## Embassies and Travel Documents

### Procedures and Notes

Country	Procedure for obtaining ETD	Important points to note
Afghanistan		
Albania		
Algeria	Apply to Embassy	1 month validity is taken from the date specified at the bottom of the page; Your passport should be valid for a minimum period of 6 months from the date of entry into Algeria. ETD takes one week to be issued from the date of application and is only valid on the day of travel. This usually means that the ETD is issued the day before travel.
Angola	Apply to Embassy	
Antigua & Barbuda		
Argentina		
Armenia	Apply to Embassy	
Australia		

		<p>For replacement of passports: £27</p> <p>Original and photocopy of the expired passport, and four recent passport size photographs or Police reference letter; Original and photocopy of the National Identification Card (plastic card) and four passport size photographs. Children under 18 can also be included into their parents' Emergency Travel Document*. The following documents should be submitted to the Embassy:</p> <ul style="list-style-type: none"> <li>- Four passport size photographs of each child</li> <li>- Original and photocopy of Birth Certificate(s)</li> <li>- Original and photocopy of Marriage Certificate</li> <li>- Application form</li> <li>- Consular fee of £27 (proof of payment)</li> </ul> <p>* If a child is included into the Emergency Travel Document of one parent, the other parent, if applicable, should provide a letter of consent.</p>
<b>Azerbaijan</b>	Apply to Embassy	
<b>Bahrain</b>		
<b>Bangladesh</b>	Apply in person.	The HC requests that client bring ALL their documents to the initial interview. If the client lives outside of London please make sure that the client visits the Consulate closest to them (i.e. Birmingham). Expired passports are not always extended. Clients will be advised at the consulate whether they have to apply for an ETD or extend an expired passport. Extended Passports can be collected on the same day
<b>Barbados</b>	Apply in person. Applications need to be submitted together with flight details, and collected by applicant in person.	ETD is ready in less than a week, but can be collected only 2 (or less) working days prior to the departure.
<b>Belarus</b>		Passport should be valid for a minimum period of 3 months from the date of entry into Belarus.
<b>Belize</b>		
<b>Benin</b>		
<b>Bhutan</b>		
<b>Bolivia</b>	Apply to Embassy-Bolivian Embassy only provides ETDs for Children without PPT or in Emergencies. If Passport has expired PPT Embassy will renew it.	<ul style="list-style-type: none"> <li>•Fill in the consular registration form. Please include the address, phone and email.</li> <li>•Attach a copy of the identity card and / or passport or any other outdated document evidencing Bolivian nationality.</li> <li>•Attach a copy of the ticket or travel itinerary.</li> <li>•Two current photographs of 3 x 4 cm. If with passport - 6months validity on entry.</li> </ul>
<b>Bosnia Herzegovina</b>	Apply to Embassy or Home Office	

<b>Botswana</b>	Apply to Embassy	Need to make appointment by phone, need Botswana ID card to get ETD, for child need birth certificate and mother's passport or ID card
<b>Brazil</b>	Apply direct to Embassy or obtain EU Letter from HO	Children born in UK must have their British birth certificates legalized by the Brazilian Consulate prior to departure. Child registration in Brazil is very complex for those born outside Brazil. Before going to consulate for legalization email assist.cgiondres@itamaraty.gov.br to request assistance with paperwork and speed up the process.
<b>Brunei</b>		
<b>Burkina Faso</b>	Contact Burkina Faso consulate in Paris.	
<b>Burma / Myanmar</b>	Apply to Embassy	Clients need to have 4 passport photos printed and on a CD. Clients often prefer to go to consulate on their own. Please note risks in returning without a passport.
<b>Burundi</b>	Apply to Embassy or Home Office-depending on applicant's decision	
<b>Cambodia</b>		
<b>Cameroon</b>	Apply direct to Embassy	If the client applies with a photocopy of passport the H/C will issue in 48 hours. Need flight details, covering letter and the client will be requested to handwrite a letter stating where the passport is and the reasons why they are leaving the UK. Embassy does not usually allow clients to be accompanied inside the embassy
<b>Canada</b>		Holders of Canadian passports get new passports. Holders of Permanent Residents Abroad cards get ETDs.
<b>Cape Verde</b>		
<b>Central African Republic</b>		
<b>Chad</b>		Call Chad embassy in Brussels - sometimes they have visits to London to interview clients that cannot fly to Brussels
<b>Chile</b>		
<b>China</b>		Do not accompany client to embassy. Do not book via Hong Kong when traveling on ETD.
<b>Colombia</b>	Apply direct to Embassy	
<b>Comoros</b>		
<b>Congo (Brazzaville)</b>		No embassy in UK.

<b>Congo (DRC)</b>	Apply in person. Download application forms of website.	Client required to provide proof that they have received a Yellow Fever vaccination in the month prior to applying for an ETD. Without the vaccination card, the client will be refused admission to the Embassy to apply. Also need Yellow Fever vaccination to enter country even if in possession of passport. The consulate opens at 9am and closes their gate at 11am on the dot.
<b>Costa Rica</b>	Apply to Embassy or Home Office	
<b>Cuba</b>	Apply to Embassy-need permission from embassy to travel back-applicant needs to write letter asking to return and expressing their support of Cuba to Embassy even if holds valid PPT	
<b>Cyprus</b>	Apply to the representative of the northern republic of Cyprus	
<b>Djibouti</b>		
<b>Dominican Republic</b>		
<b>Ecuador</b>	Apply to Embassy-Only issues PPTs-they take 2 weeks as documents sent to Madrid-Also need to make an appointment with Embassy- cannot just drop in.	
<b>Egypt</b>	Apply to embassy- appointment needed.	EULs can be obtained, but there have been issues with clients boarding Egypt Air. ETDs are preferable.
<b>El Salvador</b>		
<b>Equatorial Guinea</b>		

<b>Eritrea</b>	Applying to Embassy - very difficult. If Pax holds expired PPT can renew PPT, but no ETD. If Pax has only ID card can issue ETD. If undocumented Embassy will not provide ETD unless pax can provide 2 Eritrean witnesses with ID cards who are over 40yrs old. All Eritreans in this latter situation are unable to return.	If client has no ID very unlikely will obtain ETD. Give client letter explaining this.
<b>Ethiopia</b>	Apply in person. Original proof of ID required. If unable to obtain, client needs to get a supporting letter from their local authority in Ethiopia.	
<b>Fiji</b>		
<b>Gabon</b>		
<b>Gambia</b>	Apply to HC in London	If the client does not have any documentation they will need to be interviewed by the Consul General. There is no appointment necessary. The client will in both cases need to take £5 with them and two passport photos. An ETD will be issued the same day.
<b>Georgia</b>	Apply to Embassy	If client arranges beforehand with the embassy, Embassy team can apply on behalf of client.
<b>Ghana</b>	Apply to Embassy	There are two High Commission offices in London - advise the client to go to 13 Belgrave Square, London SW1X 8PN for ETD applications. When accompanying the client you will be asked to wait in the waiting room whilst the client is being interviewed.
<b>Guinea</b>	Apply direct to Embassy. National ID card required.	
<b>Guinea-Bissau</b>	Contact Guinea-Bissau consulate in Paris.	
<b>Guyana</b>	UKBA	
<b>Haiti</b>		No embassy in UK. The nearest point is Haitian embassy in Paris, France.

<b>India</b>	Appointments are made online. For ETD application in one of the VFS centres, for child registration at IHC. For ETD: for those who came to UK without visa, clients need to submit a handwritten letter explaining their circumstances. A few weeks after ETD application is submitted clients will get a call to invite them for an interview at IHC, counter 7.	£74 penalty fee if client came to the UK without visa. £10 or £20 for every affidavit attested by the consulate (fee depends on the department client deals with). Plus other consular fees. Thus, ETD cost comes up to £150-£200. Photos must be <b>2x2</b> . ETDs are now sent out, self-addressed envelopes are sold on the day of submission.
<b>Indonesia</b>		The Indonesian Embassy issues ETD; the HO also issues EU letter.
<b>Iran</b>	Apply in person. Ensure the client has flight details so ETD can be issued on the day.	All clients will have to return to Iran via Tehran. Client will receive a sealed envelope which they will need to present to Iranian immigration at the airport.
<b>Iraq</b>		
<b>Israel</b>	Apply directly to the embassy, necessary to have proof of identity and nationality (expired passport, id card, birth certificate)	
<b>Ivory Coast (Cote d'Ivoire)</b>	Apply direct to Embassy. Once the application is approved the client can apply. The ETD will be issued in 5 days. It is valid for two weeks from the date of issue. Client must travel on flight details submitted with ETD application otherwise the client risks being detained at Abidjan.	Clients need to take any Ivoirian identity documentation they have. Applications provided at Embassy. Client also needs to bring flight details and RA letter. ETD issued in 1 week. Ensure client gets the date to return to pick-up documents before leaving. If the client has no documentation whatsoever then RA must write a letter to the Embassy (make sure the letter is addressed to the Ambassador) presenting the client and his particulars (and situation). The letter needs to be on RA headed paper and signed. The embassy will then contact the authorities in Abidjan to verify if the applicant is in fact Ivoirian. The Embassy will then contact RA directly when they have further information. This may take several months to complete. The caseworker can ask HO to print an EU letter.
<b>Jamaica</b>	Apply to Embassy	Clients must present at HC with completed passport application form, expired passport, birth certificate and original of photographic form of identification. Police report/Home Office Letter where applicable. Two passport sized colour photographs. Travel itinerary. Fee of £30 in cash or postal orders. NB: if client does not have an original form of ID the JHC request that the client obtain a Declaration of Identity completed by the client's family member.

<b>Jordan</b>	Apply to Embassy	The Consulate will advise the applicant depending on the type of passport the applicant has. The Jordanian passport has changed recently and is now machine readable which has a bearing on whether the applicant will need a new passport or just have it extended. The process is an initial fee of £40 and the application will be sent to Amman for processing, this will take 2 to 4 weeks. Once approved the applicant will need to pay a further £104 for the actual passport which will take a further 2 to 3 days. The ETD process is exactly the same but the second payment is £124.
<b>Kazakhstan</b>		
<b>Kenya</b>	Apply to Embassy	No appointment required for ETD application: drop in between 9.30-12 noon Clients will need to have some documentation that identifies them as Kenyan: i.e. Passport (expired is ok)/ identity card/birth certificate They do not need to be originals, copies will suffice. Clients must fill out a PP1 form and include two passport sized photos- forms are available from the Embassy. Processing time for ETDs is 48 hours.
<b>Kosovo</b>	Apply to Embassy	Clients must go in person to Embassy. Embassy team can submit applications on behalf of detained clients Supporting Documents: Application form signed and completed/ 2 passport photos /Proof of payment: 30 Euros in the account.
<b>Kyrgyzstan</b>		
<b>Lebanon</b>	Apply to consulate. May need a letter stating that there is no barrier to return (i.e. no outstanding claims in the UK)	
<b>Lesotho</b>		
<b>Liberia</b>	Proof of Liberian Citizenship is needed	
<b>Libya</b>	Children added to mother's passport	If no documentation, apply for an ETD. If have documentation: extension to passport.
<b>Macedonia, FYR</b>	Apply to Embassy or Home Office	
<b>Malawi</b>	Apply to the High Commission	The Malawian HC issue ETDs valid for the specified date of travel.
<b>Malaysia</b>	Apply to Consulate	Malaysian nationals can only be returned on an EU letter if they have an expired passport or photocopy of this, expired ID card or photocopy or original birth certificate or photocopy. If the applicant has no documents he cannot be removed on an EU letter and will have to obtain an ETD from the Malaysian High Commission.
<b>Mali</b>		

<b>Mauritius</b>	Apply to Consulate	Download form from website before as they need 2 countersignatures. Clients must use flights detailed in flight letter given with application. Please allow 4 weeks from time of application until date of flight. Passports cost £22. Clients must be there on submission of application.
<b>Mexico</b>		
<b>Moldova</b>	Apply to Embassy	Submission by Appointment Only. To make an appointment: Tel +44 (0) 208 995 6927 or e-mail address: <a href="mailto:consul.london@mfa.md">consul.london@mfa.md</a> . Client must complete application form prior to appointment <a href="http://www.britania.mfa.gov.md/titulul-de-calatorie-rm">http://www.britania.mfa.gov.md/titulul-de-calatorie-rm</a>
<b>Mongolia</b>		NB ETD is £40. Book via Moscow when travelling on EU letter
<b>Morocco</b>		
<b>Mozambique</b>		
<b>Namibia</b>		Clients need completed Declaration form re: the loss of a passport or other travel document. Certified photocopy of passport, (only if damaged or expired). 2 colour passport-size photographs. Certified copy of Birth Certificate. Copy of police report in case of lost passport. Copy of flight ticket. Copy of Namibian ID NB: The Emergency Travel Certificate is only valid for five days from the date of issue including weekends and public holidays. Hence, all applicants are strongly advised to apply for an Emergency Travel Certificate at least two (2) days prior to travel date.
<b>Nepal</b>	Clients must produce a copy of their citizenship certificate. Application including photos and thumb prints needed	We were previously doing EU letters but clients have been experiencing problems at Kathmandu. ETDs are being issued for now. The Embassy can in special cases issue ETDs for detained clients if they are unable to attend in person. Application forms must be complete with thumb prints- applications without thumb prints will not be accepted. Embassy team should not accompany the client inside the embassy.
<b>Nigeria</b>	RA can apply on client's behalf if urgent.	The preferred process is to use the 7 day £70 service. There is a one day £100 service but it requires a full day at the NHC. The grantor section for the ETD can be filled in by RA staff. ETD can be revalidated after a month - the costs are exactly the same as an ETD (£70 for 1 week, £100 for same day)
<b>Pakistan</b>	Standard Pakistan High Commission letter from AVR needed for every case. Book interview appointments with PHC through CROS.	HO ref and date of interview with PHC are used to identify applicants. When approaching PHC always have those ready. Along with ETDS now the client will be issued a letter that they will need when they get to Pakistan, this can take time as the consulate has to get it from Pakistan immigration first (new procedure). Clients may be sent back if they do not have the letter.
<b>Peru</b>		

<b>Philippines</b>	Client must collect in person.	Must fill in passport application, must state applying for ETD on the affidavit form provided by embassy - forms available at embassy and online. Philippines will only now issue ETD for emergency cases (medical etc.) for nationals. Otherwise applicants will be requested to apply for passport extensions which will take 6 to 8 weeks to process.
<b>Russia</b>	Apply to Embassy	
<b>Rwanda</b>	Apply to Embassy-Have no PPT renewal	
<b>Saint Lucia</b>		The Emergency Travel document is issued only where it is an emergency in the view of the HC. Usual approach should be applying for PPT (processing time 12 weeks). To apply for ETD the following is needed: - exp. PPT + B/C + any other docs proving nationality - 3x ppt size, one needs to be certified (RA can certify it) - E-ticket for confirmed flight - ETD fee £20
<b>Senegal</b>	Apply direct to Embassy	
<b>Serbia</b>	Apply to Embassy	The Emergency Travel Certificate is only valid for five days from the date of issue including weekends and public holidays.
<b>Seychelles</b>		
<b>Sierra Leone</b>	Apply to Embassy-PPT renewal if expired PPT and cheaper than ETD	
<b>Somalia</b>		
<b>South Africa</b>	Apply in person.	If single mother travelling with children, Embassy requires letter from father giving permission to mother to return to SA even if he is not in the UK.
<b>Sri Lanka</b>	Completed ETD application must be signed and stamped by a solicitor or RA embassy team. For lost passports which are still valid an affidavit sworn by a solicitor is required.	The flight details form provided with the application must be the date of actual departure. SLHC must be notified of changes to flight at least 1 week in advance. Clients must have original birth certificate with them. SLHC will not accept application forms without it. Verification process takes a few days before application is processed
<b>Sudan</b>	If expired PPT Embassy will renew it-PPT renewal cheaper than ETD. No new documents on website. Apply direct to Embassy.	

<b>Syria</b>		Embassy currently closed.
<b>Tajikistan</b>		
<b>Tanzania</b>		Can fly on EUL only with evidence clearly demonstrating Tanzanian nationality and on expired original ETD
<b>Thailand</b>		Children born in UK and not registered with Thai authorities require ETD
<b>Togo</b>	Contact Togolese consulate in Paris.	
<b>Trinidad &amp; Tobago</b>	Download ETD application form from the Trinidad Consul website	
<b>Tunisia</b>	Apply to Embassy	Needs to bring 4 passport photos and flight details. Before their flight the client needs to go to the Embassy and they will drive the client to the airport to meet the RA airport team. If the client has an expired passport the Consulate will in most circumstances issue a new passport instead of an ETD.
<b>Turkey</b>	Apply directly to the embassy, best to have proof of identity and nationality (id card, birth certificate useful but not necessary)	
<b>Turkmenistan</b>	Apply in embassy - fill out form there	
<b>Uganda</b>	Completed Form 'A', Completed Consular Registration Form & 3 clear passport size photographs	
<b>Ukraine</b>	Apply to Consulate	Birth certificates of children born in UK must be legalized
<b>USA</b>	Passport applications must be made online, printed then submitted to embassy with all supporting documents and fee. Docs can be submitted in person (pre-booked appointment) or by post.	ETDs issued only in real emergency.

<b>Uzbekistan</b>		
<b>Venezuela</b>		
<b>Vietnam</b>	Apply in person	Very easy if have documentation.
<b>Yemen</b>		
<b>Zambia</b>	Apply directly to embassy. Travel on EUL only with expired passport	Need passport or national registration card, 2 photos, certificate or affidavit of birth, email to ask for the two application forms ('A' and 'N') - see contact list for email address
<b>Zimbabwe</b>	Apply in person. There is no application form online. The client will be issued one at the High Commission. ETD will be distributed on the day.	The Consulate opens from 9.30 - 12.30 Monday to Friday. The Consulate is not able to accommodate clients that are unable to come directly to the Consulate, i.e. they are not able to do hospital visits or any other alternatives. If possible they will be able to interview clients brought to the consulate via ambulance or other assisted means and conduct the interview in the ambulance.