



---

APPLICATION FOR SETTLEMENT IN THE  
UK IN ACCORDANCE WITH THE HOME  
OFFICE POLICIES ON REFUGEE LEAVE  
AND HUMANITARIAN PROTECTION BY A  
PERSON IN ONE OF THE CATEGORIES  
LISTED IN THIS FORM, AND A BIOMETRIC  
IMMIGRATION DOCUMENT

**Please read the Guidance Notes at the end of  
this form before completing it.**

**Applications on this form must be made by post. You  
must send your application form to the following  
address:**

**UK Border Agency  
SET (Protection Route) Applications  
Dept 21  
PO BOX 306  
Liverpool  
L2 0QN**

A person who was  
granted 5 years  
refugee leave

A person who was  
granted 5 years  
leave on  
Humanitarian  
Protection  
grounds

Biometric  
immigration  
document  
(Biometric  
Residence Permit  
(BRP))

**SECURING OUR BORDER CONTROLLING MIGRATION**

This form is valid  
only for  
applications made  
on or after 1  
August 2013

## SECTION 1 Applicant's Personal Details

<b>1.1 Title</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
<b>1.2 Full name</b>		<b>1.3 Family name</b>
<b>1.4 Nationality</b>	<b>1.5 Date of birth (e.g. 01/Jan/1999)</b>	<b>1.6 Place of birth</b>
<b>1.7 Name at birth if different, and any other names by which you have been known</b>		<b>1.8 Passport Number</b>
<b>1.9 Full address where you live in the UK (Please let us know if this changes)</b>   Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>1.10 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 1.9. (For example if a representative or immigration advisor is helping you. Please let us know if this changes)</b>   Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>1.11 Your contact telephone number</b>	<b>1.12 Your Home Office reference number and/or Port Reference number (normally a letter followed by several numbers e.g. A999999 )</b>	
<b>1.13 BRP Reference Number</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

## SECTION 2 ~ How did you know to apply on this form?

**This section is optional.** It would be useful for us to know how you learnt of this form, and of the need to complete it in order to apply for indefinite leave to remain in the UK. Please tick one or more boxes below, as appropriate:

- |                        |                          |  |                          |
|------------------------|--------------------------|--|--------------------------|
| Letter from UKBA       | <input type="checkbox"/> | One stop services e.g. Refugee Council | <input type="checkbox"/> |
| UKBA website           | <input type="checkbox"/> | Legal Representative                   | <input type="checkbox"/> |
| Doctor's surgery       | <input type="checkbox"/> | Member of Parliament                   | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> | .....                                  |                          |

**SECTION 3 ~ Your history and circumstances since you were granted 5 years limited leave to enter or remain as a refugee or on grounds of Humanitarian Protection**

**3.1** When does your limited leave to enter or remain expire? *Please do not submit your application earlier than 1 month before the expiry date of your current leave. See the Guidance Notes (Note 1).*

**3.2** If your limited leave has already expired, please explain why you overstayed your leave to remain and did not apply for settlement earlier.

**3.3** Have you applied for or obtained a national passport or other travel document from the country/countries from which you sought protection? Yes  No

**3.4** Have you applied for or obtained a national passport or other travel document from any other country apart from the UK? Yes  No

**3.5** Have you travelled to the country or countries from which you sought protection (either asylum or on human rights grounds) since you made your asylum and/or human rights claim? Yes  No

*If you have answered **Yes** to question 3.5, you must list the dates of travel (departure from and return to the UK) in the box below and explain the reasons why you travelled to that country in each case*

Dates of travel (list both departure and return dates)	Reason(s) for travelling

**3.6** Have you spent any period outside the UK of 3 months or more since you were granted limited leave to enter or remain as a refugee or on grounds of humanitarian protection? Yes  No

If you have answered **Yes** to question **3.6**, you must list these absences in the box below and explain the reasons for them. You do not need to list again any absences you have mentioned in response to question **3.5**.

Dates of absence	Reasons for and location of absence(s)

Your application will be considered in accordance with the published Asylum instructions on Refugee Leave and Humanitarian Protection. The Asylum Instructions may be viewed on the UK Border Agency website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

We will make a decision about whether or not you qualify for settlement in the United Kingdom on the basis of the information about your circumstances that you have already provided and any new information which you submit with this application form.

There is no need to send us any information that you provided when you made your asylum and/or human rights claim, or during any subsequent appeals, or in connection with any other application for further leave to remain in the UK which you may have made.

You should tell us immediately if there is any material change in your circumstances that is relevant to this application, or if any new information relevant to this application becomes available. See the *Guidance Notes (Note 10)*.

If you wish to send us any documents, you should send us the original version together with a description of what it is and an English translation if it is not in English.

## SECTION 4 ~ Details of your family

**4.1** Do you have any dependants living in the UK?

Yes  No

*If you have answered **yes** to question 4.1, please give their details below. Please make sure that you have completed the sixth column to show whether you are applying for settlement for any members of your family. If you need more space please continue on another sheet and send it with your application.*

Name	Date of Birth (e.g.01/Jan/1999)	Relationship	Nationality	Home Office Reference number (if different to the main applicant)	Is settlement requested? (state yes or no)	Address/contact details (if different to main applicant)	BRP Reference Number

**4.2** Have you included any dependants on this application who were not previously dependent on your claim?

Yes  No

If so, please provide original copies of any documentary evidence you have to prove your relationship, for example birth certificates, and list these below:

---



---

**4.3** Have you **not** included any dependants on this application who were previously dependent on your claim?

Yes  No

If so, please explain why you have not included them e.g. because they are no longer dependent on you, because you are estranged etc.

---



---

## SECTION 5 ~ Personal history

It is mandatory to complete section 5. If it is not complete the application will be invalid and will be returned to you.

This section asks about any criminal convictions, any civil judgements or civil penalties made against you or any dependants who are applying with you and details of any involvement you or any dependants who are applying with you may have had in war crimes, genocide, crimes against humanity or terrorism. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused.

It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which is known to be false or is not believed to be true. Information given will be checked with other agencies.

**5.1** Have you or any dependants who are applying with you been convicted of any criminal offence in the UK or any other country?

Yes  - go to question 5.2

No  - go to question 5.3

**5.2.** Please give details below for each criminal conviction, starting with the most recent one. If you or any dependants who are applying with you have received more than two convictions, please photocopy this page and enclose it with this form.

**Note: We will carry out criminal record checks on all applicants and dependants. You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.**

### **Criminal Convicted 1**

Country where convicted

Nature of the offence

Sentence given

--

Date sentenced

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

--	--	--

Months

## Criminal Convicted 2

Country where convicted

--

Nature of the offence

--

Sentence given

--

Date sentenced

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

--	--	--

Months

**5.3.** Do you or any dependants who are applying with you have any civil judgments against you or any civil penalty under the UK Immigration Acts?

Yes  go to 5.4                      No  go to 5.5

**5.4.** Give details for each civil judgment or any civil penalty under UK the Immigration Acts, starting with the most recent one.

If you or any dependants who are applying with you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.

Details of judgment or civil penalty 1

Date of judgment or civil penalty

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Country where judgment made

Details of judgment or civil penalty 2

Date of judgment or civil penalty 2

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Country where judgment made

**You must answer questions 5.5 to 5.10 below even if you have answered no to question 5.1**

**For help in answering these questions, please see the definitions at the end of this section.**

**5.5** Have you or any dependants who are applying with you ever been charged in any country with a criminal offence for which you have not yet been tried in court?                      Yes  No

**5.6** In times of either peace or war, have you or any dependants who are applying with you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?                      Yes  No



**5.7** Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country? Yes  No

**5.8** Have you or any dependants who are applying with you ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes  No

**5.9** Have you or any dependants who are applying with you ever, 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? Yes  No

**5.10** Have you or any dependants who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

**5.11** If you have answered **yes** to any of the questions **5.5, 5.6, 5.7, 5.8, 5.9** or **5.10** 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. Yes  No

## **Definitions**

For the purposes of answering questions **5.5** to **5.10**, 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](http://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 who are 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, ethnic, 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.



**3. If the required Biometric Residence Permit has been returned to the UK Border Agency, please give details of the reason and the date that it was sent to us**

--

--	--	--	--	--	--	--	--	--	--	--	--	--

**4. If the BRP was lost, please give the date this was reported to the UK Border Agency Card Management Service**

--	--	--	--	--	--	--	--	--	--	--	--

**5. If the BRP was stolen, please give the police report number, crime reference number, the police station and the date reported to the police**

Police report number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Crime reference number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Police station

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date reported to the Police

--	--	--	--	--	--	--	--	--	--	--	--

**6. If the required BRP is not enclosed then please give details why you are unable to provide it**

--

**7. Have you had your fingerprints taken as part of a previous United Kingdom immigration application made in the United Kingdom or abroad?**

- Yes- go to question 8
- No- go to question 11

**8. Give details when your fingerprints were taken**

**9. Give details where your fingerprints were taken, including the town or city and country**

**10. Give details of the British diplomatic post(s) involved if the application(s) was/were made abroad**

**11. Do you have a medical or physical condition which may require special arrangements for your biometric features to be recorded?**

- Yes- go to question 12
- No- go to question 13

**12. Please provide us with the following documents:**

A letter from a treating clinician registered with the General Medical Council (GMC) giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

**Dependants and applicants under the age of 16**

If the applicant or any dependant included on this application is under the age of 16 please complete questions 13, 14, 15 and 16. If not please go to question 17.

**13. Is the applicant/dependant**

- 16 years old or more - go to question 17
- Less than 16 years old - go to question 14

**14. Give details of the person who will be accompanying the applicant/dependant when he/she attends their Biometric Residence Permit appointment**

14.1 Name of responsible adult


14.2 Date of birth (dd/mm/yyyy)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

14.3 Place of birth


14.4 Relationship to child


**15. Is this person the applicant/dependant’s parent/legal guardian**

- Yes- go to question 17
- No- go to question 16

**16. Please explain why a person other than the applicant/dependant’s parent/legal guardian will be accompanying the applicant/dependant**

## 17. DECLARATION

As required by the Immigration (Biometric Registration) Regulations 2008 (as amended) I confirm that I also apply for a biometric immigration document for myself and any dependants applying with me. If I am a sole applicant under the age of 16, or if any dependant child under the age of 16 is applying with me, I understand that the UK Border Agency may make enquiries about any responsible adult nominated to be present when my/their fingerprints and/or a photograph are taken.

Signature

--

Date (dd/mm/yyyy)

--	--	--	--	--	--	--	--	--	--



## SECTION 7 ~ Documentary evidence

- The documents and photographs needed in support of your application are listed below.
- Please tick the boxes next to the relevant items to show what documents and photographs you are sending.
- Please submit original documents, photocopies are not acceptable.
- **You should retain photocopies of any original documents that you submit with this application**

Please see the box below for advice on what to do if you cannot provide any of the required documents

Two **unseparated** passport sized photographs of yourself, sized 45mm x 35mm (standard passport photograph size). On the reverse clearly print your name, date of birth and Home Office or Port reference number.

Two **unseparated** passport sized photographs of each of your dependants who are requesting settlement, sized 45mm x 35mm (standard passport photograph size). On the reverse of each, clearly print the name, date of birth and Home Office or Port reference number of the person who appears in the photograph (see section 4.1).

Evidence of your identity or confirmation of your current immigration status. If you or your dependants have any of the following, please provide:

- 
- Current national passport(s)\*
  - Travel document(s)\*
  - Immigration Status Document(s) (ASL.2151, ASL.2152 or ASL.2150)
  - Relevant Birth or Marriage certificates

- Applicants are required to produce their current national passport or Travel Document if they have one, so that where appropriate it can be endorsed with indefinite leave, if the application is successful.

Evidence of the identity or confirmation of the current immigration status of each of your dependants requesting settlement. Evidence should be any and all of the above that they hold.

If you cannot provide any photographs or all the documents that we have asked for, please still complete and submit this application form, but use this space to explain why some of the items cannot be sent in. You should also tell us when you will provide them.  
**We will not be able to complete your application until you have provided everything that we have asked for.**

**You must now complete Section 8**



## **SECTION 8 ~ Declaration**

**You must now read the declaration below and sign it. It must be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under the age of 18, your parent or legal guardian may complete the application form and sign the declaration on your behalf.**

I hereby apply for settlement in the United Kingdom for myself and any dependants listed in this form. The information I have given is complete and is true to the best of my knowledge. I also declare that the photograph(s) submitted with this form is/are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

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 UK Border Agency.

I understand that all information given by me will be treated in confidence but may be disclosed to other government departments, agencies, local authorities and other bodies to enable them to carry out their functions. If my application is unsuccessful and I am to be removed from the United Kingdom, I understand that it may be necessary for the UK Border Agency to provide information about my identity to the authorities in my own country in order to obtain travel documentation.

I understand that my details may in certain circumstances be passed to other people, including fraud prevention agencies, to prevent and detect fraud, money laundering and other crimes. I also understand that the UK Border Agency may receive information about me. Further details explaining when information may be passed to or from other people, including fraud prevention agencies, and how that information may be used can be obtained from the UK Border Agency website.

**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 obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **YOUR PERSONAL CHECKLIST FOR FORM SET (PROTECTION ROUTE)**

Please make the following checks before submitting your application. They should help to ensure that it is complete.

- Are you sure that Form SET (Protection Route) is the right form for your application? See Note 1 of the Guidance Notes.
- Do you have no more than 1 month until your current leave expires? See Note 1 of the Guidance Notes.
- Have you completed all sections of the form correctly as instructed? See Note 4 of the Guidance Notes.
- If you have used additional sheets of paper have you attached them?
- Have you sent us all of the following documents which you or your dependants hold, listed in Section 7
  - i. Current national passport(s)
  - ii. Travel document(s)
  - iii. Immigration Status Document(s) (ASL.2151, ASL.2152 or ASL.2150)
  - iv. Relevant Birth or Marriage certificates
- Have you retained photocopies of all the original documents you will send with this application?
- If you are unable at present to send us any of the documents or photographs listed in Section 7, have you given an explanation and said when you will be able to send them?
- Have you signed and dated the declaration in Section 8 of the form?

Finally, please make sure that the application is addressed appropriately as on page 1 of this application form and in Note 5 of the Guidance Notes.

# FORM SET (PROTECTION ROUTE): GUIDANCE NOTES AND OTHER RELEVANT INFORMATION

These notes and other information are intended to help you make an application for settlement in the United Kingdom (UK) on Form SET (Protection Route).

## **1. For which applications must you use Form SET (Protection Route)?**

This form is for anyone who has been granted 5 years refugee leave and is now applying for settlement, in accordance with the published UK Border Agency Asylum Instruction on Refugee Leave. It is also for anyone who has been granted 5 years limited leave to enter or remain on grounds of Humanitarian Protection, since 30 August 2005. Copies of the Asylum Instructions may be viewed on the Home Office website: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

You have to be in the UK to make an application using this form. Please do not send in your application more than 1 month before your current leave expires, or it is likely to be refused as you will not have completed the required period of leave if you apply too early.

You can use this form to make your own application and an application on behalf of any dependants.

## **2. Payment of a fee**

There is no charge if you are applying for settlement on Form SET (Protection Route). (See Note 1 for guidance to determine whether this form is the correct form to use.)

## **3. Making sure that your application is complete**

This is very important. The decision on your application is likely to be delayed if you do not provide all the necessary information and documentation. To make sure that your application is complete, you need to do the following:

- Answer all the questions and complete or tick any boxes that apply to you personally, as well as to any dependants included in the application.
- Provide the documents and photographs needed in support of your application and those of any dependants included in the form. [Documents must be originals. You should retain photocopies of any original documents you submit with this application.]
- If you cannot provide a document or photograph at present, please explain the reason(s) and tell us when you will be able to let us have the missing item.
- Sign and date the declaration in Section 8.

#### **4. Completing Form SET (Protection Route)**

Please write in English in BLOCK letters and in black ink when completing the form. The notes below are designed to help you complete each section.

**Section 1** must be completed in full in all cases. If the application includes dependants, the details of the main applicant must go in section 1. Details of the dependants should go in Section 3. If an immigration adviser is assisting you with your application, the adviser's address should be given at 1.9.

**Section 2** is optional, but it would help the UK Border Agency if you complete this section.

**Section 3** must be completed in full in all cases. The date needed in answer to the question at 3.1 is the date that the main applicant's limited leave expires. There is no need to include information which was submitted in connection with your asylum claim and/or any subsequent appeal and/or any subsequent application for leave. If, after your application is made, your circumstances change or you have new information which you would like to be considered, please submit this as soon as possible (see *Note 10*).

**Section 4** must be completed in full in all cases where you have family living with you in the United Kingdom.

**Section 5** must be completed as indicated in all cases.

**Section 6** must be completed in all cases.

**Section 7** must be completed in all cases. If any dependants are included in the application, please make sure that you provide their documents and photographs, and tick the relevant boxes.

You should send us two identical, recent passport-size photographs of yourself and of each of your dependants applying on the same form. Write the name of that person on the back of each photograph.

You should not pin, staple, glue or tape the photographs to your application form.

See the UKBA Photographic guidance for more information, available on our website: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

**Section 8** must be completed in all cases.

**Section 9** must be completed in all cases. Where more than one applicant is included on the form, the signature must be that of the main applicant.

**Personal Checklist.** This is a final reminder to help you make sure that you have done everything correctly, including the address where you should send the application.

After completing the form, please make sure that you submit all pages up to and including Section 8. Please keep the Personal Checklist at the end of the form.

## **5. Applying by post**

All applications must be posted, applications cannot be dealt with in person. Please post your application before your leave expires, when your limited leave will expire in 1 month or less, to:

**SET (Protection Route) Applications**  
**UK Border Agency**  
**Dept 21**  
**PO BOX 306**  
**Liverpool**  
**L2 0QN**

It is very important that you address the envelope exactly as above when using Form SET (Protection Route). We recommend that you use Recorded Signed For or Special Delivery, as this helps us to record the receipt of your application. Please make sure that you keep a record of the Recorded Signed For or Special Delivery number.

## **6. Obtaining another form**

You can download application forms from the UK Border Agency website:  
[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

## **7. Choosing an immigration adviser**

This form is designed to let you to make your own application. If you need help in completing it or in dealing with any other aspect of your application, you may wish to engage an immigration adviser. However, you should take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Generally, apart from solicitors, barristers and legal executives who hold a practising certificate, anyone who offers services as an immigration adviser must be authorised to do so by the OISC. Anyone else could be committing a criminal offence if they act on your behalf without being regulated by the OISC or exempted by a Ministerial Order. If your adviser is not a solicitor, barrister or legal executive you should ask if they are regulated by the OISC. A list of OISC authorised advisers is on their website, [www.oisc.gov.uk](http://www.oisc.gov.uk). To complain about any immigration adviser, call the OISC (tel. 0845 000 0046 - calls charged at local rate) or write to OISC, 5th Floor, Counting House, 53 Tooley Street, London SE1 2QN.

## **8. How long will it take to process your application?**

Your application will be dealt with as quickly as possible, and in line with our current service level agreements, which are to make decision on 95% of cases within 6 months. If you fail to submit all the necessary documents with your application, there may be a delay in dealing with your application while we wait for you to submit these documents.

If you submit your application out of time we may need to make further enquiries, and there may be a delay in considering your application while these are made.

If your application needs to be referred to an asylum-trained case owner, because a full review of your refugee status is necessary, the application process may take longer.

## **9. How will your passport (s) and other documents be returned?**

Your passport(s) and any other documents we return to you will be returned by Recorded Signed For Delivery in all cases.

#### **10. Contacting us after you have applied**

If you have to send us a document which you cannot provide when making your application, or if you need to tell us anything else, including a change of address or circumstances, before you hear from us, please use the following address: **UK Border Agency, SET (Protection Route) Applications, Dept 21, PO Box 306, Liverpool, L2 0QN**. Please make sure that you give the following details in your letter: the applicant's full name (as it appears on the application form), date of birth, nationality, the Recorded Signed For or Special Delivery number (if you used such postage), the date on which the application was posted and your Home Office reference if you have one.

If you need your passport because you have to travel urgently and unexpectedly, use the return of documents request form at:

[www.ukba.homeoffice.gov.uk/aboutus/contact/return-of-documents/](http://www.ukba.homeoffice.gov.uk/aboutus/contact/return-of-documents/).

#### **11. Other application forms**

Other application forms on which to apply for an extension of stay or indefinite leave to remain in the UK can be downloaded from the UK Border Agency website:

<http://www.ukba.homeoffice.gov.uk/settlement/>

**This form and the accompanying guidance notes may be included or reproduced in any non-Home Office website or publication. However, such inclusion or reproduction does not constitute an endorsement of any services offered or provided by the owners of the website or publication, or of the content of the website or publication.**

## **BIOMETRIC RESIDENCE PERMITS**

### **What is a Biometric Residence Permit?**

1. The Biometric Residence Permit is a residence permit which holds a migrant's biographic details (name, date and place of birth) and biometric features (facial image and fingerprints), and shows his/her immigration status and entitlements while he/she remains in the UK.
2. It replaces the vignette (or sticker) and ink stamps previously placed in the passports of those granted permission to remain in the UK. If a migrant is issued with a Biometric Residence Permit, he/she will receive a leaflet giving more information about it and explaining any obligations.

### **What are biometric features?**

3. Biometrics features are the unique physical characteristics that can be used to identify a person such as a facial image and fingerprints. We do this by taking a digital photograph of all applicants and scanning the fingerprints of applicants aged 6 or over.

### **Requirement to apply for a Biometric Residence Permit**

4. You must apply for a Biometric Residence Permit if you make an application:
  - (a) for limited leave to remain for a period which, together with any preceding period of leave to enter or remain, exceeds a cumulative total of 6 months leave in the United Kingdom;
  - (b) for indefinite leave to remain;
  - (c) to replace a stamp, sticker or other attachment in a passport or other document which indicated that he had been granted limited or indefinite leave to enter or remain in the United Kingdom;
  - (d) to replace a letter which indicated that he had been granted limited or indefinite leave to enter or remain in the United Kingdom;
  - (e) to be recognised as a refugee or a person in need of humanitarian protection;
  - (f) to be recognised as a stateless person in accordance with Article 1 of the Stateless Convention;
  - (g) for a Convention Travel Document, Stateless Person's Travel Document or a Certificate of Travel Document and does not already hold a valid Biometric Residence Permit; or
  - (h) as the dependant of a person who is making an application in accordance with sub-paragraph (a), (b), (e) or (f).
5. You do not need to apply for a Biometric Residence Permit if you are applying for leave as an Olympic or Paralympic Games Family Member Visitor or an Olympic or Paralympic Games Family Member Child Visitor (paragraphs 56R and 56U of the immigration rules).

## **Transitional Arrangements**

6. If you were not required to apply for a Biometric Residence Permit at the time of your application and you are notified before 1st December 2012 that you will be granted limited leave to remain or indefinite leave to remain, you will receive a UK Residence Permit.
7. If you were not required to apply for a Biometric Residence Permit at the time of your application but you are notified on or after 1st December 2012 that you will be granted
  - (i) limited leave to remain for a period which, together with any preceding period of leave to enter or remain, exceeds a cumulative total of 6 months leave in the United Kingdom; or
  - (ii) indefinite leave to remainyou must apply for a Biometric Residence Permit and have your biometric features recorded.

## **Applying by post**

8. If you make a postal application you will be sent a letter notifying you of the need to make arrangements for you and any dependants applying with you to have your biometric features recorded.
9. You must record your biometric features within 15 working days of the date of the letter. For the majority of applicants this will be done at a Post Office.

### *Post Office*

10. The post office offers a walk-in service, with no need to book an appointment; however, there may be a queue for this service. The Post Office branches where the applicant can record your biometrics will be detailed on the Post Office website which will be highlighted in your Biometric Enrolment letter.
11. You must bring the back page of the letter (which includes your case reference number, full name and date of birth) when you attend the Post Office branch. If you fail to bring the back page of the letter with you the Post Office will not be able to record your biometric features.
12. You will be charged an additional handling fee payable to Post Office Ltd. Payment to Post Office Ltd can be made by cash or debit card.

## **Applying in person (premium service applications)**

13. If you make an application in person you must book an appointment in advance with one of our Public Enquiry Offices (PEOs). You can do this online at <http://ukba.homeoffice.gov.uk/book-appointment>
14. More information about this service, including the fee, is available on our website at <http://www.ukba.homeoffice.gov.uk/contact/applyinginperson/>.



## **Super premium service**

15. As part of the super premium service we will visit you to record your biometric features (fingerprints and photograph):
  - at a location of your choosing; and
  - at a convenient time and date for you (between 09:00 and 17:00, Monday to Friday), with a minimum of 48 hours' notice following initial contact.
16. We will make a decision on the application within 24 hours of your biometric features being recorded.
17. If you want to use this service you should phone 020 8196 3893 or 020 8196 3892.
18. More information about this service, including the fee, is available on our website at <http://www.ukba.homeoffice.gov.uk/contact/super-premium/>.

## **Why do applicants over 5 years old have to give their fingerprints?**

19. The law states that everyone over 5 years old must provide their fingerprints when applying for a Biometric Residence Permit.

## **Who should accompany children under the age of 16?**

20. We cannot record the biometric features of children under the age of 16 unless they are accompanied by a responsible adult.
21. If any such children are applying with an applicant as his/her dependants, we would expect the applicant to be with them when their biometric features are recorded. If not, the person accompanying them must be a responsible adult aged 18 or over who is either the child's parent or guardian, or a person who for the time being takes responsibility for the child. Any such person must be named on the application form.
22. If the applicant is a single person under the age of 16, he/she must be accompanied by his/her parent, guardian or other responsible adult aged 18 or over.
23. If the person accompanying the child(ren) under 16 is not their parent or guardian, that person must bring with him/her a letter confirming that he/she is authorised to take responsibility for the child(ren) when they have their biometrics recorded.
24. At the appointment the responsible adult will also be asked to provide an acceptable form of identity, such as a passport or driving licence.

## **What happens when I enrol my biometric information?**

25. Enrolling your biometric information is a quick and clean process. We take a digital photograph of your face, then you put your fingers on a glass screen to be scanned - there is no ink or mess.
26. We are aware of the need to protect the dignity, privacy and modesty of applicants, and there will be special arrangements for applicants where needed.

## **How long does it take to enrol biometrics?**

27. The UK Border Agency biometric enrolment process takes 5-10 minutes. There may then be a short wait whilst data checks are made.

### **What about any medical or physical conditions that may require the UK Border Agency to provide the applicant with special arrangements?**

28. If you and/or any dependants who are applying with you have a medical or physical condition which may require special arrangements to be made in order for your biometric features to be recorded, you must obtain a letter or other document giving the details of any such condition and enclose it with your application.
29. Appropriate documentary evidence would be a letter from a treating clinician, such as a practising doctor registered with the General Medical Council, giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

### **What if the migrant has no fingers or hands?**

30. If you are physically unable to provide fingerprints we will take a photograph of the facial image and record on the database the fact that you are physically unable to provide fingerprints.
31. You will not be able to use the biometric enrolment service at a post office branch.

### **Do I need to make any special preparations before my biometric features are recorded?**

32. Before you attend your appointment, we recommend that you check that your hands and fingers are clean. If your hands are not clean, we may ask you to wash them before we scan your fingerprints.
33. We would advise you not to have any colouring or similar substances (such as henna) on your hands as this could prevent us from recording your fingerprints on the day of your appointment. You would then have to make a new appointment which would delay the consideration of the application.

### **Why do I need to give my biometrics as part of my application?**

34. Providing biometrics helps to protect the identities of genuine applicants. Biometric Residence Permits make it easier for individuals to prove their identity, immigration status and entitlements in the UK. Individuals are locked into a single identity which helps the UK Border Agency tackle immigration abuse, child trafficking, illegal working and identity fraud.

### **What if I fail to record my biometric features?**

35. If you fail to record your biometric features or book an appointment within 15 working days from the date of the notification letter you will be sent a warning letter giving you another opportunity within a limited period. The letter will also advise that failure to record your biometric features or to book an appointment within the stated period will result in your application being rejected as invalid. What if I do not comply with the recording process at the appointment?
36. If you do not co-operate fully with the biometric recording process, for example by attempting to obscure your fingerprints or face, you will be warned that your refusal to comply may result in your immigration application being refused on the grounds of non-compliance.

### **Will I be interviewed?**

37. If the fingerprint check reveals any queries around your identity, these matters may be resolved through an interview. However, this will not routinely be required.

### **Will I be issued with a Biometric Residence Permit?**

38. If the application is successful, you will not be issued with a residence permit in your passport. Instead, you will be issued with a residence permit in the form of a Biometric Residence Permit.
39. The permit will be sent to you by secure delivery.
40. If you do not receive your permit within ten working days of the date of your decision letter you should contact us on 0300 123 2412.
41. You cannot enquire about undelivered permits in person at our offices or biometric enrolment centres. This applies to both premium and postal services.

### **When will I get my biometric residence permit?**

42. If you apply by post, we will post your permit to you by secure delivery, separately from the decision about your application and the return of your documents.
43. If you apply at a public enquiry office, we will post your permit to you by secure delivery after your appointment. Permits cannot be issued on the same day as your appointment.
44. We advise you not to book any non-urgent travel before you have received your permit.

### **What must I do when I receive my biometric residence permit?**

45. You must check your permit carefully when you receive it, to ensure that all the details on it are correct. If you find a mistake, you must phone us on 0300 123 2412 within 10 working days of receiving the permit - otherwise you may be charged for a replacement and will need to apply again.
46. We advise you to make a photocopy of the front and back of your permit, in case it is lost or stolen. If you want to make another application in the future, you will need to send your permit to the UK Border Agency, so you may want to retain a copy for your records.

### **What should I do if my biometric residence permit is not delivered?**

47. If you have not received your permit 10 working days after the date on your letter from us extending your permission to stay in the UK, you should phone us on 0300 123 2412. You cannot ask about undelivered permits in person at our public enquiry offices or biometric enrolment centres.

### **How do I use my biometric residence permit?**

48. Your biometric residence permit is evidence of your permission to stay in the UK, and shows the conditions of your stay. It enables you to confirm your identity and your rights to study and/or work here, and to access public services.
49. You must show the permit to your employer or approved education provider before you start to work or study.

50. You must take your permit with you if you go abroad while you have permission to stay in the UK. You may need to show the permit to an immigration officer at the border when you leave the UK. You will also need to show it as well as your valid national passport or travel document before you begin your return journey, and again when you re-enter the UK. The permit proves that you are allowed to return to the UK, but it cannot be used instead of a passport or travel document.

### **What should I do if my biometric residence permit is lost or stolen?**

51. If your biometric residence permit is lost or stolen, you must report the loss or theft to the UKBA Card Management Service as soon as possible by phoning 0300 123 2412 from the UK or (+44) 20 8527 3623 from abroad.
52. You must also report the loss or theft to the police and get a police report and crime reference number as soon as possible.
53. If your permit is lost or stolen when you are in the United Kingdom you must apply for another permit within three months of reporting the loss or theft of your original permit, using form BRP(RC).
54. If your permit is lost or stolen when you are abroad you must apply for a short-term Single Entry Visa in order to travel to and re-enter the United Kingdom. You must then apply for another permit within three months of re-entering the United Kingdom, using form BRP(RC).
55. If you do not apply for a replacement permit you could be liable to a sanction, such as a Civil Penalty Notice of up to £1,000 and/or curtailment of your leave to stay in the United Kingdom.

### **How do I change my personal details on my biometric residence permit?**

56. You must tell us as soon as you can if:
- you change your name (for example, because of marriage or by deed poll);
  - you change your gender, legally or permanently;
  - you change your nationality; or
  - your facial appearance changes significantly.
57. If you change any personal details listed above or any details shown on your biometric residence permit, you must apply for a new permit within three months using application form BRP(RC). If you do not do this, you may have to pay a financial penalty of up to £1,000 or we may shorten your permission to stay. You can download the application form and guidance from the right side of this page.

### **What should I do if I change my address or circumstances?**

58. If you change your address after you have received your decision letter, but before you have received your biometric residence permit, you must tell us immediately by emailing [BRPDelivery@homeoffice.gsi.gov.uk](mailto:BRPDelivery@homeoffice.gsi.gov.uk), and also by completing the Change of Address form at <https://contact-ukba.homeoffice.gov.uk/aboutus/contact/changeAddress/> or by writing to Home Office UK Visas and Immigration, Change of Address Team, 11<sup>th</sup> Floor Lunar House, 40 Wellesley Road, Croydon CR9 2BY.
59. If you change your address at any time after you have received your biometric residence permit, and you think you are likely to be at the new address for at least six months, you should tell us by completing the Change of Address form at <https://contact-ukba.homeoffice.gov.uk/aboutus/contact/changeAddress/> or by writing to Home Office UK Visas and Immigration, Change of Address Team, 11<sup>th</sup> Floor Lunar House, 40 Wellesley Road, Croydon CR9 2BY.

### **What should I do if the information on my biometric residence permit is incorrect, someone has been using my permit or it is damaged?**

60. You must tell us immediately by phoning 0300 123 2412 if you know or suspect that:
- the information held on your permit is untrue, misleading or incomplete;
  - someone has used your permit with or without your permission; or
  - your permit has been damaged or tampered with.