



Home Office

## Police registration

This guidance is based on the [Immigration Rules](#)

This guidance is based on the Immigration Rules

## Police registration

### About this guidance

<p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This guidance tells you about the police registration requirement of part 10 of the Immigration Rules paragraphs 325 and 326.</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contacts – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><a href="#">Entry clearance officers and Border Force officers (before entry and on entry to the UK)</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules Appendix 2</a></p>
--	--	--

This guidance is based on the Immigration Rules

## Police registration

### Changes to this guidance

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page lists changes to the 'Police registration' guidance, with the most recent at the top.</p> <table border="1"><thead><tr><th data-bbox="490 365 831 405">Date of the change</th><th data-bbox="831 365 1532 405">Details of the change</th></tr></thead><tbody><tr><td data-bbox="490 405 831 560">9 June 2015</td><td data-bbox="831 405 1532 560"><ul style="list-style-type: none"><li>• update of OVRO address</li><li>• update on administrative review</li><li>• minor house keeping changes</li></ul></td></tr><tr><td data-bbox="490 560 831 786">12 January 2015</td><td data-bbox="831 560 1532 786">Change request:<ul style="list-style-type: none"><li>• Required to register in error:<ul style="list-style-type: none"><li>○ wording added about administrative reviews</li></ul></li></ul></td></tr><tr><td data-bbox="490 786 831 975">25 February 2014</td><td data-bbox="831 786 1532 975">Six month review by the modernised guidance team:<ul style="list-style-type: none"><li>• minor housekeeping changes</li></ul></td></tr><tr><td data-bbox="490 975 831 1086"></td><td data-bbox="831 975 1532 1086">For previous changes to this guidance you will find all earlier versions in the archive. See related link: <a href="#">Police registration - archive</a>.</td></tr></tbody></table>	Date of the change	Details of the change	9 June 2015	<ul style="list-style-type: none"><li>• update of OVRO address</li><li>• update on administrative review</li><li>• minor house keeping changes</li></ul>	12 January 2015	Change request: <ul style="list-style-type: none"><li>• Required to register in error:<ul style="list-style-type: none"><li>○ wording added about administrative reviews</li></ul></li></ul>	25 February 2014	Six month review by the modernised guidance team: <ul style="list-style-type: none"><li>• minor housekeeping changes</li></ul>		For previous changes to this guidance you will find all earlier versions in the archive. See related link: <a href="#">Police registration - archive</a> .	<p><b>See also</b></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p>Link to staff intranet removed</p>
Date of the change	Details of the change											
9 June 2015	<ul style="list-style-type: none"><li>• update of OVRO address</li><li>• update on administrative review</li><li>• minor house keeping changes</li></ul>											
12 January 2015	Change request: <ul style="list-style-type: none"><li>• Required to register in error:<ul style="list-style-type: none"><li>○ wording added about administrative reviews</li></ul></li></ul>											
25 February 2014	Six month review by the modernised guidance team: <ul style="list-style-type: none"><li>• minor housekeeping changes</li></ul>											
	For previous changes to this guidance you will find all earlier versions in the archive. See related link: <a href="#">Police registration - archive</a> .											

This guidance is based on the Immigration Rules

## Police registration

### Who needs to register with the police

<p><a href="#">About this guidance</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This section tells you who needs to register with the police and who is exempt from registering.</p> <p><b>Who is required to register</b></p> <p>Under part 10 paragraphs 325 and 326 of the Immigration Rules, the requirement to register with the police should normally be imposed on a person:</p> <ul style="list-style-type: none"><li>• aged 16 or over who is:<ul style="list-style-type: none"><li>○ a national or citizen of a country or territory listed in appendix 2 to the rules - see related link: Immigration Rules Appendix 2</li><li>○ a stateless person</li><li>○ a person holding a non-national travel document</li><li>○ given limited leave to enter the UK for longer than 6 months</li><li>○ given limited leave to remain allowing them to remain in the UK for longer than 6 months from the date of their arrival in the UK</li></ul></li></ul> <p>For more information on Appendix 2, see external link.</p> <p>There are certain exceptions to the above. For more see link to Exemption from registration.</p> <p><b>The requirement to register can be imposed by:</b></p> <ul style="list-style-type: none"><li>• an entry clearance officer (ECO)</li><li>• a Home Office officer</li><li>• a Border Force officer</li><li>• a caseworker on behalf of the Secretary of State</li></ul> <p>The applicant must report to the police within 7 days of either:</p> <ul style="list-style-type: none"><li>• obtaining leave (in the UK)</li><li>• arriving in the country if the requirement is in the entry clearance vignette, or if it has</li></ul>	<p><b>In this section</b></p> <p><a href="#">Exemption from registration</a></p> <p><a href="#">Dependants</a></p> <p><a href="#">Dual nationals and other travel documents</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules Appendix 2</a></p>
--	---	---

This guidance is based on the Immigration Rules

- been imposed by a Border Force officer
- receiving their biometric residence permit

For information on where a person must register with the police, see related link: [Where to register with the police](#).

Once registered, the police will give the applicant a police registration certificate (PRC) which shows they have complied with the requirement to register.

The applicant must inform the police of any changes to the information they have provided whilst they are still in the UK and subject to the requirement to register with the police.

See related links for guidance on:

- exemption from registration
- dependants
- dual nationals and other travel documents

**Imposing the requirement in other cases**

If you believe it is necessary you can impose a condition to register with the police, to make sure the person complies with the terms of their leave to enter. The person must be a foreign national aged 16 years or over (paragraph 326(3) of the rules).

This guidance is based on the Immigration Rules

## Police registration

### Exemption from registration

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you about exemptions from the requirement to register with the police.</p> <p>The following are exempt from the requirement to register:</p> <ul style="list-style-type: none"><li>• those granted indefinite leave to enter or remain</li><li>• spouses, civil partners, unmarried partners, and same-sex partners of people settled here who are granted leave to enter or remain in the UK on that basis</li><li>• a recognized refugee</li><li>• family members of European Economic Area (EEA) and Swiss nationals</li><li>• seasonal agricultural workers</li><li>• Tier 5 (Temporary workers) sponsored as an overseas government employee, or private servant in a diplomatic household</li><li>• Tier 2 (Ministers of religion)</li><li>• those exercising access rights to a child resident in the UK</li><li>• parents of a child at school in the UK granted leave to enter or remain on that basis</li><li>• dependants of a person who is not required to register (except dependants of off-shore workers)</li><li>• members of non-NATO (North Atlantic Treaty Organisation) forces admitted for courses at British military establishments or with private companies (Course F) - for more information see related link: Armed forces: exempt from immigration control</li><li>• community service volunteers</li><li>• civilian components of NATO forces</li><li>• non-visa nationals who are employees of contractors to United States of America (USA) armed forces in the UK</li><li>• non-visa nationals who are employees of the American Battle Monuments Commission</li></ul>	<p><b>In this section</b></p> <p><a href="#">Dependants</a></p> <p><a href="#">Dual nationals and other travel documents</a></p> <p><b>Related links</b></p> <p>Link to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules Appendix 2</a></p>
---	--	--

This guidance is based on the Immigration Rules

## Police registration

### Dependants

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you when to impose the requirement to register with the police on dependants.</p> <p>Dependants aged 16 or over need to register with the police if they:</p> <ul style="list-style-type: none"><li>• are a dependant of someone who needs to register</li><li>• meet the criteria of those who need to register- for more information, see link on left: <a href="#">Who needs to register with the police</a></li></ul> <p>Dependants of those exempt from registration do not need to register. The exception to this is dependants of off-shore workers who do need to register.</p> <p>For more information on those exempt from registration, see related link: <a href="#">Exemption from registration</a>.</p>	<p><b>In this section</b></p> <p><a href="#">Exemption from registration</a></p> <p><a href="#">Dual nationals and other travel documents</a></p>
---	---	---

This guidance is based on the Immigration Rules

## Police registration

### Dual nationals and other travel documents

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you when to impose the condition to register with the police on dual nationals, and people holding Turkish Republic of Northern Cyprus travel documents and passports issued by Special Administrative Region of Hong Kong or Macao.</p> <p><b>Dual nationals</b></p> <p>A person with dual nationality only needs to register with the police if both nationalities they hold are listed in Appendix 2 of the Immigration Rules.</p> <p>If one of their nationalities is not in Appendix 2 they do not need to register.</p> <p>For the list in Appendix 2, see related link.</p> <p><b>Travel documents issued by the Turkish Republic of Northern Cyprus</b></p> <p>Turkish nationals who hold travel documents issued by the Turkish Republic of Northern Cyprus need to register with the police.</p> <p>Citizens of the Republic of Cyprus who hold these documents do not need to register with the police.</p> <p><b>Passports issued by Special Administrative Region of Hong Kong or Macao</b></p> <p>A person who holds a passport issued by the Special Administrative Region of either Hong Kong or Macao is classed as a Chinese national and needs to register.</p>	<p><b>In this section</b></p> <p><a href="#">Exemption from registration</a></p> <p><a href="#">Dependants</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules Appendix 2</a></p>
---	---	---



This guidance is based on the Immigration Rules

## Police registration

### Imposing police registration

<p><a href="#">About this guidance</a></p> <p><a href="#">Who is and who is not required to register</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This section tells you how to impose the requirement to register with the police.</p> <p>It covers:</p> <ul style="list-style-type: none"><li>• Entry Clearance officers and Border Force officers (before entry and on entry to the UK)</li><li>• caseworkers (after entry to the UK)</li><li>• where to register with the police</li><li>• people who have failed to register</li><li>• people who become exempt from registering</li></ul>	<p><b>In this section</b></p> <p><a href="#">Entry clearance officers and Border Force officers (before entry and on entry to the UK)</a></p> <p><a href="#">Caseworkers (after entry to the UK)</a></p> <p><a href="#">Where to register with the police</a></p> <p><a href="#">People who have failed to register</a></p> <p><a href="#">People who become exempt from registering</a></p>
--	--	--

This guidance is based on the Immigration Rules

## Police registration

### Entry clearance officers and Border Force officers (before entry and on entry to the UK)

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you how to impose the requirement to register with the police when issuing entry clearance or granting entry to the UK.</p> <p><b>Entry clearance officers</b></p> <p>If a person needs to register with the police, you must make sure the entry clearance vignette states registration is necessary.</p> <p>You must choose the correct option for category D visas (long term) on Proviso to impose the police registration requirement. The endorsement must read – ‘Police registration within 7 days of arrival’.</p> <p><b>Border Force officers</b></p> <p>If you impose the requirement to register at a port of entry, you must:</p> <ul style="list-style-type: none"><li>• show the requirement on the vignette or endorse it clearly in the passport</li><li>• note the requirement on the landing card</li><li>• record the person’s address on the landing card</li></ul> <p>If a person presents an incorrect vignette or the requirement to register has not been endorsed in the passport, it is still possible for you to impose the condition to register.</p>	<p><b>In this section</b></p> <p><a href="#">Caseworkers (after entry to the UK)</a></p> <p><a href="#">Where to register with the police</a></p> <p><a href="#">People who have failed to register</a></p> <p><a href="#">People who become exempt from registering</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules Appendix 2</a></p>
---	---	--

This guidance is based on the Immigration Rules

## Police registration

### Caseworkers (after entry to the UK)

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you how to impose or re-impose the police registration requirement when granting an extension of stay (leave to remain).</p> <p><b>People not previously required to register</b></p> <p>If a grant of leave to remain means a person needs to register with the police, you must make sure they are notified of the requirement when writing to notify them of the outcome of their application.</p> <p>For information on who needs to register with the police, see link on left.</p> <p><b>CID actions</b></p> <p>You must:</p> <ul style="list-style-type: none"><li>• note on CID that police registration code 1 applies by selecting the appropriate police code in the case maintenance screen</li><li>• select the correct police registration paragraph option from the application approval or grant of leave notification letter on CID</li></ul> <p>For information on where a person must register with the police, see the related link: <a href="#">Where to register with the police</a>.</p> <p><b>People already required to register</b></p> <p>If a person who already needs to register with the police applies for further leave, they must produce a police registration certificate (PRC) to show they have registered.</p> <p>If they still need to register, they must notify the police of the extension of leave.</p> <p><b>CID actions</b></p> <p>You must:</p>	<p><b>In this section</b></p> <p><a href="#">Entry clearance officers and Border Force officers (before entry and on entry to the UK)</a></p> <p><a href="#">Where to register with the police</a></p> <p><a href="#">People who have failed to register</a></p> <p><a href="#">People who become exempt from registering</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules Appendix 2</a></p>
---	---	---

This guidance is based on the Immigration Rules

- |  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• note on CID that PRC code 2 applies</li><li>• select police code 2 on the case maintenance screen</li><li>• select the correct police registration paragraph option from the application approval or grant of leave notification letter on CID</li></ul> |  |
|--|--|--|

This guidance is based on the Immigration Rules

## Police registration

### Where to register with the police

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you where a person must register with the police.</p> <p>In the London Metropolitan Police District, police registration takes place at the:</p> <p>Overseas Visitors Records Office (OVRO) 323 Borough High Street London SE1 1JL Telephone: 020 7230 1208</p> <p>For all other locations the person registers at the nearest police registration office. They can obtain the location from their local police station.</p> <p>Once registered, the police will give the applicant a police registration certificate (PRC) which shows they have complied with the requirement to register.</p> <p><b>When the applicant registers with the police they must pay a fee and provide the following information and documents:</b></p> <ul style="list-style-type: none"><li>• name and gender</li><li>• a current photograph (or photographs)</li><li>• date of birth and country of birth</li><li>• marital status</li><li>• nationality</li><li>• address in UK</li><li>• last place of residence outside the UK</li><li>• date, place and mode of arrival in the UK</li><li>• passport details</li><li>• details of employment and/or place of study</li><li>• duration of leave and any conditions, including details of their biometric residence</li></ul>	<p><b>In this section</b></p> <p><a href="#">Entry clearance officers and Border Force officers (before entry and on entry to the UK)</a></p> <p><a href="#">People who have failed to register</a></p> <p><a href="#">People who become exempt from registering</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules Appendix 2</a></p> <p><a href="#">Metropolitan police</a></p>
---	--	---

This guidance is based on the Immigration Rules

	permit	
--	--------	--

This guidance is based on the Immigration Rules

## Police registration

### People who failed to register

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you what to do when a person has failed to register with the police.</p> <p>Failure to register within the time specified, without reasonable excuse, is an offence under section 26(1) (f) of the Immigration Act 1971. For more information on the act, see related link.</p> <p>You must inform the police as soon as you find out an applicant who needs to register either:</p> <ul style="list-style-type: none"><li>• fails to register with the police</li><li>• is known to have moved from or into their area</li><li>• has had changes in the conditions attached to their leave</li><li>• becomes exempt from the requirement</li></ul> <p>You must clearly and correctly record on CID and landing cards:</p> <ul style="list-style-type: none"><li>• addresses</li><li>• if there is a need to register</li></ul> <p>If an applicant has failed to register, you must not decide the case. You must:</p> <ul style="list-style-type: none"><li>• return the passport and other relevant documentation</li><li>• inform them that before you can consider their application they must:<ul style="list-style-type: none"><li>○ register with the police</li><li>○ produce a police registration certificate (PRC), demonstrating they have registered</li></ul></li><li>• instruct them to re-submit their passport, the PRC and any other relevant documents as required once they have registered</li></ul> <p>You must make the covering letter to the individual detailed enough for it to be used as evidence to the police that an application is with the Home Office pending registration and endorsement of the PRC.</p>	<p><b>In this section</b></p> <p><a href="#">Entry clearance officers and Border Force officers (before entry and on entry to the UK)</a></p> <p><a href="#">Caseworkers (after entry to the UK)</a></p> <p><a href="#">Where to register with the police</a></p> <p><a href="#">People who become exempt from registering</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules Appendix 2</a></p> <p><a href="#">Immigration Rules Paragraph 322(3)</a></p> <p><a href="#">Immigration Act 1971: Section 26(1)(f)</a></p>
---	--	--

This guidance is based on the Immigration Rules

Once an applicant has complied with the requirement to register you can process the application as normal.

Official: sensitive – do not disclose – start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Official: sensitive – do not disclose – end of section

If the applicant still fails to register, you must consider refusing future applications under paragraph 322(3) of the Immigration Rules (see related link).



This guidance is based on the Immigration Rules

## Police registration

### People who become exempt from registration

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you what to do when a person becomes exempt from the requirement to register with the police.</p> <p>A person can become exempt from the need to register by:</p> <ul style="list-style-type: none"><li>• being granted leave in a category which is exempt from the requirement to register</li><li>• obtaining a nationality that is not specified in Appendix 2 of the Immigration Rules, see related link</li></ul> <p>As the requirement was correctly imposed at the time, you must not delete the requirement from the passport. Any fee paid on registration is not refundable.</p> <p>You must:</p> <ul style="list-style-type: none"><li>• endorse the registration certificate as ‘exempt from registration’ and return it to the applicant</li><li>• select the relevant option in the grant notification letter to advise the person that they are no longer required to register with the police</li><li>• select the appropriate police code 5 in the case maintenance screen</li></ul>	<p><b>In this section</b></p> <p><a href="#">Entry clearance officers and Border Force officers (before entry and on entry to the UK)</a></p> <p><a href="#">Caseworkers (after entry to the UK)</a></p> <p><a href="#">Where to register with the police</a></p> <p><a href="#">People who have failed to register</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Appendix 2 of the Immigration Rules</a></p>
---	---	--

This guidance is based on the Immigration Rules

## Police registration

### Required to register in error

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you what to do if an applicant claims they have been required to register with the police in error.</p> <p>If an applicant claims they have been required to register with the police in error, you must first find out whether the requirement was imposed before entry, on entry or after entry. When you have found out when this requirement was imposed you must:</p> <ul style="list-style-type: none"><li>• send before entry cases to the referred casework unit</li><li>• send on entry cases to Border Force operational advice and support (BF OAS)</li></ul> <p>The following in-country applicants must apply for an administrative review if they believe that the police registration condition has been wrongly applied to their grant of leave to remain.</p> <ul style="list-style-type: none"><li>• Tier 4 main applicants or their dependants whose applications were made on or after 20 October 2014</li><li>• Tiers 1, 2 or 5 main applicants or their dependants whose applications were made on or after 2 March 2015</li><li>• In-country applicants where the decision was made on their application on or after 6 April 2015, subject to certain exceptions – see related link: Administrative Review for details</li></ul> <p>Any in-country cases not meeting the administrative review criteria should be returned to the case working unit that imposed the police registration requirement for action.</p> <p>You must always:</p> <ul style="list-style-type: none"><li>• establish the applicant's category, nationality and conditions set at the time the requirement was imposed</li><li>• for on-entry cases, and unless you are forwarding the case to BF OAS, you must obtain the visa application form (VAF) or landing card</li></ul>	<p><b>Related links</b></p> <p>Link to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules Appendix 2</a></p> <p>Link to staff intranet removed</p>
--	---	---

This guidance is based on the Immigration Rules

You must be satisfied the requirement to register with the police was imposed in error at the time it was imposed. For example the following would not have had the original requirement imposed in error:

- an applicant who becomes exempt later by obtaining a different category of leave
- by obtaining dual nationality

**Removing the requirement - person has not yet registered**

If the applicant has not yet registered, you must:

- delete the registration endorsement in the person's passport
- return the passport to them, enclosing ICD.1100 to explain the endorsement was imposed in error
- amend CID, if appropriate to make sure the police are notified of the error

**Removing the requirement - person has registered**

If the applicant has registered, you must:

- obtain the police registration certificate and endorse the back page with 'exempt from registration'
- return the certificate and passport to the person, with an ICD.1100 to explain the original endorsement was imposed in error
- write to the Overseas Visitor Records Office (OVRO), if the person lives in the London Metropolitan Police District; or the Chief Constable of the relevant police force if they live outside of Greater London, to explain the requirement was imposed in error and request they consider refunding the fee
- amend CID to reflect the correct status

You must consider the requirement to have been imposed in error if a dual national had another nationality not listed in Appendix 2 when they were admitted to the UK. For more information on which nationalities need to register with the police, see the related link: [Immigration Rules Appendix 2](#).

This guidance is based on the Immigration Rules

## Police registration

### Disposal of police registration certificates

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you what to do with a police registration certificate (PRC) if a person is leaving the UK.</p> <p>If a person intending to leave the UK returns their police registration certificate to you, forward it to the general registry.</p> <p>If a person has been refused leave to enter the UK, or has been arrested as an immigration offender, keep the impounded certificate until they have been removed from the UK. Once they have been removed, send it to the general registry, together with a Border Force or Home Office officer's report.</p> <p>General registry will arrange to forward the police registration certificate to the appropriate police force. The police will keep the certificate for 2 years, then dispose of it.</p> <p>For more information on the general registry, see the related link.</p> <p>Contact general registry using related link: Email: General registry inbox.</p>	<p><b>Related links</b></p> <p>Links to staff intranet removed</p> <p><b>External links</b></p>
---	--	---

This guidance is based on the Immigration Rules

## Police registration

### Transfer of police registration requirement to a new passport

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p>	<p>This section tells you how to transfer the requirement to register with the police to a new passport when the police registration requirement applies.</p> <p>You must also read the information at related link: Transfer endorsements.</p> <p>When an applicant obtains a new passport, the change in passport details is a change in circumstances, which they must report to the police.</p> <p>For more information on transferring conditions, see related links:</p> <ul style="list-style-type: none"><li>• police registration certificate not provided</li><li>• police registration certificate provided but not endorsed</li><li>• transferring conditions on CID</li></ul>	<p><b>In this section</b></p> <p><a href="#">Police registration certificate not provided</a></p> <p><a href="#">Police registration certificate provided but not endorsed</a></p> <p><a href="#">Transferring conditions on CID</a></p> <p><b>Related links</b></p> <p>Link to staff intranet removed</p>
--	--	--

This guidance is based on the Immigration Rules

## Police registration

### Police registration certificate not provided

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you how to transfer the police registration requirement to a new passport if they do not provide the police registration certificate (PRC).</p> <p>If an applicant does not provide their PRC with their application, you must request it before you can process the application. This also makes sure the applicant has reported their original extension of stay to the police as required.</p> <p>If an applicant fails to provide their PRC within a reasonable time, refer the case to a senior caseworker or line manager to consider curtailing leave under paragraph 323(i) and 322(3) of the Immigration Rules. This is because the applicant has failed to provide sufficient evidence of complying with the conditions attached to their stay.</p> <p>See related links:</p> <ul style="list-style-type: none"><li>• Immigration Rules: Paragraphs 320-324</li><li>• General grounds for refusal</li></ul> <p>There is no provision in law to refuse to transfer conditions only because the applicant has not submitted their PRC.</p>	<p><b>In this section</b></p> <p><a href="#">Police registration certificate provided but not endorsed</a></p> <p><a href="#">Transferring conditions on CID</a></p> <p><b>Related links</b></p> <p>Link to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules: Paragraphs 320-324</a></p>
---	---	---

This guidance is based on the Immigration Rules

## Police registration

### Police registration certificate provided but not endorsed

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you about transferring the police registration requirement to a new passport if they have provided the police registration certificate (PRC) but it has not been endorsed.</p> <p>If the applicant provides the PRC, but it does not have their current period of leave endorsed in it, return the PRC with a letter to tell the applicant the Home Office will not consider their application until they have registered as required.</p> <p>If the applicant returns the PRC without the proper endorsement, or does not return it within a reasonable time, refer the case to your senior caseworker or line manager for consideration of curtailing leave under paragraph 323(i) and 322(3) of the Immigration Rules. This is because the applicant has failed to provide sufficient evidence of complying with the conditions attached to their stay.</p> <p>See related links:</p> <ul style="list-style-type: none"><li>• Immigration Rules: Paragraphs 320-324</li><li>• General grounds for refusal</li></ul> <p>If the applicant has registered as required, the application may continue.</p>	<p><b>In this section</b></p> <p><a href="#">Police registration certificate not provided</a></p> <p><a href="#">Transferring conditions on CID</a></p> <p><b>Related links</b></p> <p>Link to staff intranet removed</p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p> <p><a href="#">Immigration Rules: Paragraphs 320-324</a></p>
---	---	--

This guidance is based on the Immigration Rules

## Police registration

### Transferring conditions on CID

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page tells you how to complete CID when transferring the requirement to register with the police where the requirement to register continues.</p> <p>When you transfer conditions for an applicant who needs to register with the police enter code '2, P.R. to be continued', in the police code field of the case details screen.</p> <p>When you create the ICD.3255 transfer of conditions letter, select the relevant police registration paragraph from the 2 options:</p> <ul style="list-style-type: none"><li>• for those living in the London Metropolitan Police District</li><li>• for those living outside the London Metropolitan Police District</li></ul> <p>You must tell the applicant they must report to the police to register the change in passport details and transfer of conditions to a biometric residence permit.</p>	<p><b>In this section</b></p> <p><a href="#">Police registration certificate not provided</a></p> <p><a href="#">Police registration certificate provided but not endorsed</a></p> <p><b>External links</b></p> <p><a href="#">Immigration Rules: Paragraphs 325 and 326</a></p>
---	--	--



This guidance is based on the Immigration Rules

## Police registration

### Contact

<p><a href="#">About this guidance</a></p> <p><a href="#">Who needs to register with the police</a></p> <p><a href="#">Imposing police registration</a></p> <p><a href="#">Required to register in error</a></p> <p><a href="#">Disposal of police registration certificates</a></p> <p><a href="#">Transfer of police registration requirement to a new passport</a></p>	<p>This page explains who to contact for more help with a specific case in the police registration category.</p> <p>If you have read the relevant Immigration Rules and this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, you may email:</p> <div style="border: 2px solid red; padding: 5px; text-align: center;"><p><b>Official: sensitive – do not disclose – start of section</b></p><p>The information in this page has been removed as it is restricted for internal Home Office use only.</p><p><b>Official: sensitive – do not disclose – end of section</b></p></div> <p>Border Force officers can email the BF OAS enquiries inbox, see related link.</p> <p>Changes to this guidance can only be made by the guidance rules and forms team (GRaFT). If you think the policy content needs amending you must contact the relevant policy team, who will ask GRaFT to update the guidance, if appropriate.</p> <p>The GRaFT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email: Guidance – making changes.</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Information owner</a></p> <p><b>External links</b></p> <p>Links to staff intranet removed</p>
---	---	--

This guidance is based on the Immigration Rules

## Police registration

### Information owner

[About this guidance](#)

[Who needs to register with the police](#)

[Imposing police registration](#)

[Required to register in error](#)

[Disposal of police registration certificates](#)

[Transfer of police registration requirement to a new passport](#)

This page tells you about this version of the 'Police registration' guidance, and who owns it.

Version	11.0
Published for Home Office staff on	9 June 2015
Guidance owner	Official – sensitive: information removed
Cleared for publication by	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
Clearance date	20 May 2010
Approved for publication by	Official – sensitive: information removed
Approver's role	Official – sensitive: information removed
Approval date	5 May 2015

Changes to this guidance can only be made by the guidance rules and forms team (GRaFT). If you think the policy content needs amending you must contact the relevant policy team, who will ask GRaFT to update the guidance, if appropriate.

The GRaFT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the related link: Email: Guidance – making changes.

### In this section

[Changes to this guidance](#)

[Contact](#)

### External links

Link to staff intranet removed