



If you wish to apply for a Biometric Residence Permit (BRP), confirming no time limit (NTL), on form NTL, please read these guidance notes and the separate UK Visas and Immigration photograph guidance before making your application.

## CONTACTING US

Our Website [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration). For information about immigration law and policy, the services offered by our Premium Service Centres, to see and download application forms and related guidance, and to book an appointment to apply in person.

## OUR PREMIUM SERVICE CENTRES

Our Premium Service Centres are for premium service applications only. For details of the services and facilities provided by each of the Premium Service Centres, please go to [www.gov.uk/ukvi-premium-service-centres/find-a-premium-service-centre](http://www.gov.uk/ukvi-premium-service-centres/find-a-premium-service-centre)

## GUIDANCE NOTES

### 1. For which applications must you use form NTL?

Form NTL must be used if you already have indefinite leave to enter or remain in the UK as confirmed in a passport or other document issued to you, and

- you now want that status confirmed on a Biometric Residence Permit (BRP), or
- you have changed your name, nationality, or your gender, or
- your document does not show your correct date of birth.

Indefinite leave to enter or remain means that there is no time limit on your permitted stay in the UK. You and any dependants applying with you must be in the UK to apply. If you have permission to stay in the UK but only for a limited period and want that confirmed on a BRP, you must use form TOC.

### 2. Persons present and settled in the UK on 1 January 1973

If you were present and settled in the UK on 1 January 1973 and you did not have the right of

abode, or you were not otherwise exempt from immigration control, you are deemed to have been granted indefinite leave to remain on that date, even though you may not have received formal notification of this decision (for example, an indefinite leave stamp in your passport).

Provided you can show that you have resided continuously in the UK since that date and have not had your indefinite leave cancelled or revoked, you will have retained your indefinite leave status. If you wish to have your status confirmed on a BRP you must use form NTL.

You will need to provide as many documents as possible to show that you were present and settled in the UK on 1 January 1973 and have continued to reside here since that date. Please see Section 6 of the application form under the heading "Evidence of continuous residence in the UK" for examples of the types of documents you should submit.

### **3. Naturalised British Citizens**

If you have been naturalised as a British citizen since being granted indefinite leave, you should not apply for no time limit, as you have the right of abode in the UK and are no longer subject to immigration control.

Guidance on what you can do in this situation is given on the next page.

If you have retained your other nationality and want your status confirming, and you do not hold a UK passport describing you as a British citizen, you may apply for a certificate of entitlement to the right of abode in the UK.

For information about how to apply for such a certificate see the right of abode page in the nationality section of our website <https://www.gov.uk/right-of-abode>

### **4. Who may apply on this form?**

You and your partner and/or children under 18 if they are applying as your dependants. "Partner" means a spouse, civil partner, unmarried or same-sex partner.

Children aged 18 or over may not be included; they must each apply individually and pay the specified fee, as must any children under 18 if there is some reason preventing them from applying with you.

### **5. The fee**

Applications can be made in person at a Premium Service Centre for a same day consideration of your application. There is an additional fee for this service and all fees will be taken when you book an appointment. For more details and to book an appointment please visit [www.gov.uk/ukvi-premium-service-centres](http://www.gov.uk/ukvi-premium-service-centres)

Please note the following:

- when making large or multiple payments using your credit card, the anti-fraud measures that banks operate sometimes stop the full payment being taken. This can happen for a number of reasons. To prevent this you may inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.
- be aware that not all banks offer this service.
- if you do not pay the specified fee, the application will be invalid and will be returned to you. We will not refund the fee if we refuse the application or if you

withdraw it.

For information about methods of payment, please see the payment details guidance on page 2 of the form.

For more information about the current fees, please go to our website.

## **6. When to apply**

You and any dependants applying with you may apply at any time while you/they have indefinite leave to enter or remain in the UK.

## **7. Making sure your application is valid**

Paragraphs 34-34I of the Immigration Rules specify certain requirements with which an application on a form specified for the purpose of the Rules must comply. To make a valid application, you must:

- apply on the current version of form NTL
- pay the specified fee by one of the methods specified in the payment guidance
- provide photographs of yourself and any dependants who are applying with you as specified in the application form
- complete section 3 (Personal History) as required
- sign the declaration in section 6 as specified
- send the application by prepaid post to UK Visas and Immigration or make it in person at a Premium Service Centre

If you fail to do any of these things, your application will be invalid and we will return it to you.

## **8. Ensuring your application is complete**

You do this by completing every relevant section of the form as required and providing all the documents specified for your particular application, including your passport and those of any dependants applying with you.

If you do not do this, we reserve the right to decide your application on the basis of the information and documents provided.

It is important, therefore, to provide an explanation if you cannot give us all relevant information or documents when making your application.

## **9. Completing the form**

Please use a black pen to complete the form. Write names, addresses and similar details in capital letters.

In the payment details and other sections where you give personal details and addresses, leave an empty box between each part of the name and of the address.

Please note that we always use the personal details in an applicant's passport or travel document for official purposes, including any residence permit if the application is granted.

Take care to complete all sections as required, including the Personal History section. Follow the guidance on page 2 of the form when completing the payment details. Read the notes in various sections of the form.

As already emphasised in part 7 of these notes, you must enclose a letter of explanation if you are unable to provide all the required information or any relevant specified documents.

## 10. Photographs

For your application to be valid, it is mandatory to provide the following photographs:

- Two identical passport-size photographs of yourself with your full name written on the back of each one.
- Two identical passport-size photographs of any dependants who are applying with you with their full name written on the back of each one.

The photographs you provide must also comply with the format requirements specified in the separate Home Office photograph guidance.

Please ensure that you place the photographs in a small sealed envelope and attach it to section 1 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

## 11. Documents

Documents provided with the application must be originals. All supporting evidence must be in the form of original documents. In addition you should provide photocopies of each of these documents including any pages of your passport(s) that contain personal details, visas or immigration stamps (foreign or UK). These do not have to be notarised by a solicitor or legal representative.

If you are unable to provide the original document, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary.

The reasons for not being able to provide the original document must be explained in a covering letter. We are unlikely to grant your application without the original document.

Any documents which are not in English must be accompanied by a reliable English translation. Make sure passports or travel documents are signed.

## 12. Applying by post - The address

If you are applying by post, the address to which you must send an application on form NTL is:

### **Home Office**

Leave to Remain -  
NTL PO Box 502  
Durham  
DH99 1WG

Posting it to any other address will delay it. This address is only to be used when sending your application. Please use the address given in part 14 for any other correspondence about your application.

If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Make sure that you keep the Recorded or Special Delivery number.

We will return your passport(s) and other documents by Recorded Delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough.

You will generally receive a letter inviting you to enrol your biometrics within one month of submitting your postal application.

### **13. Applying in person**

We offer a premium service to people who apply in person at our Premium Service Centres. This service is available only for applications which are straightforward and do not require further enquiries.

To apply in person, you must book an appointment in advance with one of the Premium Service Centres. You can do so online at our following website address:

[www.gov.uk/ukvi-premium-service-centres/book-an-appointment](http://www.gov.uk/ukvi-premium-service-centres/book-an-appointment)

If you book some time ahead, please check that the application form you use is still valid on the day of your appointment.

Please note that if your application is successful, Biometric Residence Permits for yourself and any dependants applying with you will be posted within 7 working days of your appointment; they cannot be issued on the day itself.

For the latest information about our Premium Service Centre opening times and services, please go to our website: [www.gov.uk/ukvi-premium-service-centres/find-a-premium-service-centre](http://www.gov.uk/ukvi-premium-service-centres/find-a-premium-service-centre).

### **14. Decision times**

For the latest information on our service standards for deciding charged applications, please go to our website.

Applications which are not straightforward, or which need further enquiries, take longer to decide. As we cannot tell in advance how long it will take to decide particular cases, our general advice is not to make any non-urgent travel arrangements until your passport(s) or travel document(s) are returned.

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

If you need to contact us after you have applied, please do so as follows.

To send us more information about your application, please use the following address (not the one to which you posted your application):

UK Visas & Immigration  
Liverpool Settlement Casework  
PO Box 306  
Liverpool  
L2 0QN

and give the following details in your letter:

- the applicant's full name, date of birth and nationality
- any Recorded or Special Delivery number
- the date on which the application was posted or made in person
- the Home Office reference number if you have one.

### **16. Passport returns**

If you have sent your documents to us with your application, but you now need them back urgently, you can request the return of your documents via email. We normally return your documents within

20 working days but we don't recommend that you book any travel until you have received your documents. See the Return of Documents page on our website at <https://www.gov.uk/visa-documents-returned>.

## 17. Obtaining application forms

You can obtain application forms, the accompanying guidance notes and the Home Office photograph guidance from our website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

## 18. Other enquiries

For other ways to contact us see the following webpage: <https://www.gov.uk/contact-ukvi/overview>.

## 19. Choosing an immigration adviser

Immigration advisers are regulated by The Office of the Immigration Services Commissioner (OISC). Their website at [www.oisc.gov.uk](http://www.oisc.gov.uk) contains a list of authorised advisers and has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner (OISC)  
5th Floor  
21 Bloomsbury Street  
London  
WC1B 3HF

Telephone: 0345 000 0046

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on 0870 606 2555 or visit their website at [www.sra.org.uk](http://www.sra.org.uk)

The address and telephone number for any complaints about a solicitor are:

Legal Ombudsman  
PO Box 6806,  
Wolverhampton,  
WV1 9WJ

Telephone: 0300 555 0333

## 20. Complaints about our service

If you wish to make a complaint about our service, please refer to the complaints page on our website for detailed information on how to do so.

## **21. Data protection notice**

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

We may also use the information provided by you for training purposes.

The information in the payment details page will be known to the private contractor engaged by the Home Office to process application payments.

## **22. Biometric residence permits**

A leaflet explaining the Biometric Residence Permit including the application process is available to download at the following location:

[www.gov.uk/biometric-residence-permits](http://www.gov.uk/biometric-residence-permits)