UK Visas & Immigration

FLR(S)

Version 11/2016

Biometric immigration document (Biometric Residence Permit (BRP))

Application for leave to remain as a stateless person and a Biometric Immigration Document

Please read the guidance notes at the end of the form before completing it. Applications on this form must be made by post to the following address:

Statelessness Determination Team - FLR(S)

Complex Casework Directorate,

Department 156, 7th Floor

Capital Building, Old Hall Street,

Liverpool, L3 9PP

Your application will be considered in accordance with instructions to caseworkers on applications for leave to remain as a stateless person, to be published on the Home Office website

www.gov.uk/government/organisations/uk-visas-and-immigration

We will make a decision about whether or not you qualify for further leave to remain in the UK on the basis of all the relevant information, including but not limited to findings of fact established in previous decisions on any applications you have made for international protection, leave to enter, or leave to remain, together with the information about your circumstances which you submit with this application form.

It is likely we will need to interview you about your application. Please let us know if you need an interpreter and in which language.

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Section 1 - Applicant's personal details

1.1 Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

If other, what is your title?

1.2 Full name

1.3 Family name

1.4 Date of birth

D D M M Y Y Y Y

1.5 Name at birth if different, and any other names by which you have been known

1.6 Full address where you live in the UK (You must tell us if this changes)

Postcode

1.7 The address to which you would like us to return your documents and send any correspondence about your application if different from that in 1.6 (For example if a representative or immigration advisor is helping you. You must tell us if this changes)

Postcode

1.8 Your contact telephone number

1.9 Your Home Office reference number and/or Port reference number (normally a letter followed by several numbers e.g. A999999

1.10 BRP Reference Number

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 leave to remain as a stateless person in the UK. Please tick one or more boxes below, as appropriate:

Letter from Home Office ☐

One stop services e.g. Refugee Council ☐

Home Office website ☐

Legal representative ☐

Member of Parliament ☐

Other (please specify) _____

Section 3 - Country of origin

3.1 Place of birth - town/city and country

3.2 Was your birth recorded in any registry? If so, please provide details

3.3 Present nationality (if applicable)

3.4 Previous nationality (if applicable)

3.5 Have you applied for leave to remain in any other country as a stateless person?

Yes ☐ No ☐

If yes, please provide details - when, which country, what was the outcome of your application?

3.6 Have you applied for or obtained a national passport, national identity card or other travel document?

Yes ☐ No ☐

If yes, please provide dates and outcomes of these applications and attach documentary evidence.

3.7 Please explain why you are not entitled to citizenship of, or a right of residence/admission in the country where you were born or any other country with which you are connected by residence, and enclose with this application a letter from the Embassy/High Commission showing that they have refused to recognise you as a citizen and/or confirmed that you are not entitled to reside there.

Section 4 - Travel history

4.1 Date you entered the UK

D D M M Y Y Y Y

4.2 Place of entry

4.3 Method of entry

4.4 What document or documents did you use to travel to and enter the UK? Please supply the document or documents if you have not already done so.

Section 5 - Previous places of residence

5.1 Please list all previous places of residence abroad below (in date order)

Country	Dates	Status	Address

Section 6 - Life in country of previous residence

6.1 Please provide details of your education in your country of previous residence

Name of school/college	Dates attended	Address

6.2 Please provide details of any employment or military service in your country of previous residence

Role	**Dates**	**Address**

6.3 Please provide details of any medical treatment received in your country of previous residence

Treatment received	**Dates**	**Name/location of hospital/ medical centre**

Section 7 - Documentation

Please provide details of all available documents which you attach in support of your application which may include the following:

- identity documents (for example, birth certificate, extract from civil register, national identity card, voter registration document)
- passports, national identity cards or other travel documents (including expired ones)
- documents regarding applications to acquire nationality or obtain proof of nationality
- certificate of naturalisation
- certificate of renunciation of nationality
- previous responses by States to enquiries about your nationality
- marriage certificate
- military service record/discharge certificate
- school certificates
- medical certificates/records (for example, attestations issued from hospital on birth, vaccination booklets)
- identity and travel documents of parents, spouse and children

Please list each document you are providing and for each document give as much detail as possible as to its origin.

Section 8 - Family details

8.1 Current marital status

Single	☐	Divorced	☐	Separated	☐
Married	☐	Widowed	☐	Civil partnership	☐

If married, date of marriage

D D M M Y Y Y Y

If divorced, date of divorce

D D M M Y Y Y Y

If remarried, details of any previous marriages

If widowed, date of spouse/partner's death

D D M M Y Y Y Y

8.2 Spouse/partner

Full name						
Sex	Male			Female		
Date and place of birth						
Current nationality						
Country of origin						
Current place of residence						
Home Office reference number (if applicable)						

8.3 Parents

	Father	**Mother**
Full name		
Date and place of birth		
Was the birth recorded? If so, at which registry?		
Current nationality		
Country of origin		
Current place of residence		
Ethnicity		
Home Office reference number if applicable		

8.4 Brothers/sisters

	1						**2**					
Full name												
Sex	Male			Female			Male			Female		
Date and place of birth												
Was the birth recorded? If so, at which registry?												
Current nationality												
Country of origin												
Current place of residence												
Ethnicity												
Home Office reference number if applicable												

	3						4					
Full name												
Sex	Male			Female			Male			Female		
Date and place of birth												
Was the birth recorded? If so, at which registry?												
Current nationality												
Country of origin												
Current place of residence												
Ethnicity												
Home Office reference number if applicable												

8.5 Your children

	Child 1						Child 2					
Full name												
Sex	Male			Female			Male			Female		
Date and place of birth												
Was the birth recorded? If so, at which registry?												
Current nationality												
Country of origin												
Current place of residence												
Ethnicity												
Home Office reference number if applicable												

	Child 3	**Child 4**
Full name		
Sex	Male ☐ Female ☐	Male ☐ Female ☐
Date and place of birth		
Was the birth recorded? If so, at which registry?		
Current nationality		
Country of origin		
Current place of residence		
Ethnicity		
Home Office reference number if applicable		

If relevant to your claim to be stateless, please provide further family details below:

8.6 Grandparents

	Applicant's paternal grandfather	**Applicant's paternal grandmother**
Full name		
Date and place of birth		
Was the birth recorded? If so, at which registry?		
Current nationality		
Country of origin		
Current place of residence		
Ethnicity		
Home Office reference number if applicable		

	Applicant's maternal grandfather	**Applicant's maternal grandmother**
Full name		
Date and place of birth		
Was the birth recorded? If so, at which registry?		
Current nationality		
Country of origin		
Current place of residence		
Ethnicity		
Home Office reference number if applicable		

Section 9 - Statement of reasons

Please state your reasons for applying for leave as a stateless person below. To enable us to fully consider you application please give a detailed and accurate account of the circumstances which have resulted in your statelessness. You should also give details of the efforts which you have made to acquire nationality or recognition as a national.

Section 10 - Personal history

You must complete this section. If it is not completed, the application may be returned to you.

This section asks about any criminal convictions, cautions, any civil judgments or civil penalties made against 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, you 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.

10.1 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 10.2 No ☐ - go to question 10.3

10.2 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 2 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 conviction 1

Country where convicted

Nature of the offence

Sentence given by the Court

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 conviction 2

Country where convicted

Nature of the offence

Sentence given by the Court

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

10.3 Have you or any dependants who are applying with you been subject to, or received, any other penalty in relation to a criminal offence; for example caution, reprimand, warning, or similar penalties in the UK or any other country?

Yes ☐ - go to question 10.4 No ☐ - go to question 10.5

10.4 Give details of each penalty you have received, starting with the most recent one. If you or any dependants who are applying with you have received more than 2 such penalties, please photocopy this page and enclose it with this form.

Details of penalty 1

Name of person

Country where penalty given

Offence

Type of penalty (for example, caution, reprimand, warning or other - please state)

Date of penalty

D D M M Y Y Y Y

Details of penalty 2

Name of person

Country where penalty given

Offence

Type of penalty (for example, caution, reprimand, warning or other - please state)

Date of penalty

D D M M Y Y Y Y

10.5 Have you or any dependants applying with you had any UK court judgment against you for non-payment of a debt, or received a civil penalty under UK Immigration Acts?

Yes ☐ - go to question 10.6 No ☐ - go to question 10.7

10.6 Give details for each UK court judgment or civil penalty under UK Immigration Acts, starting with the most recent one. If you or any dependants applying with you have received more than 2 judgments and/or civil penalties under UK Immigration Acts, please photocopy these pages, complete the details, and enclose them with this form.

Details of court judgment or civil penalty 1

Name of person

Specify whether you had a court judgment or civil penalty

Date of penalty

D D M M Y Y Y Y

Details of court judgment or civil penalty 2

Name of person

Specify whether you had a court judgment or civil penalty

Date of penalty

D D M M Y Y Y Y

You must answer questions 10.7 to 10.12 below even if you have answered no to question 10.1

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

10.7 Have you or any dependants who are applying with you been arrested and charged in any country with any criminal offence and are awaiting, or are currently on trial?

Yes ☐ No ☐

10.8 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 ☐

10.9 Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country?

Yes ☐ No ☐

10.10 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 ☐

10.11 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 ☐

10.12 If you have answered **yes** to any of the questions 10.7, 10.8, 10.9, 10.10 or 10.11, 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.

*** Definitions**

For the purposes of answering questions **10** to **10.12,** 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.legislation.gov.uk/ukpga/2001/17/schedule/8 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 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; create a serious risk to the health and 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.

Section 11 - Biometric Residence Permits

You must complete this section. If it is not completed, the application will be invalid and will be returned to you.

In accordance with regulation 3 of the Immigration (Biometric Registration) (Amendment) Regulations 2012 anyone applying for leave to remain in the UK in the categories for which this application form is specified must also apply for a biometric immigration document, otherwise known as a biometric residence permit. This also applies to applications made at the same time by any dependants of the main applicant.

If you have a current grant of leave on a Biometric Residence Permit (BRP) you must provide your BRP.

1. Have you been issued with a BRP with a previous application for leave?

☐ Yes - go to question 2
☐ No - go to question 7

Please give details of your BRP. Please note for the application to be valid and complete your current BRP must be provided, unless it is not available for one of the reasons specified on the application form.

2. Biometric Residence Permit

BRP number

Nationality

Issue date
D D M M Y Y Y Y

Expiry date
D D M M Y Y Y Y

Place of issue

BRP enclosed?
Yes ☐ No ☐

If not enclosed then please select the location of the BRP below

☐ Returned to Home Office - go to question 3

☐ Lost - go to question 4

☐ Stolen - go to question 5

☐ Other - go to question 6

3. If the required BRP has been returned to the Home Office, please give details of the reason and the date that it was sent to us

Date sent to Home Office

D D M M Y Y Y Y

4. If the BRP was lost, please give the date this was reported to the Home Office Card Management Service

D D M M Y Y Y Y

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

D D M M Y Y Y Y

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 finger prints were taken, including the town or city and country

10. Give details of the British diplomatic post or posts involved if the application or applications 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 they attend their Biometric Residence Permit appointment

Name of responsible adult

Date of birth

D D M M Y Y Y Y

Place of birth

Relationship to child

15. Is this person the applicant / dependant's parent or 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 or 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 Home Office may make enquiries about any responsible adult nominated to be present when my / their fingerprints and / or a photograph are taken.

Signature

Date

D	D		M	M		Y	Y	Y	Y

Section 12 - Supporting documents

- The documents and photographs needed in support of your applications 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 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:

- Valid national passport(s)*
- National identity card(s)*
- Travel document(s)*
- Immigration Status Document(s) (ASL.2151, ASL.2152 or ASL.2150)
- Relevant birth or marriage certificates

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

If you cannot provide any photographs or all of 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.

Section 13 - 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 leave to remain in the United Kingdom as a stateless person 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 or photographs submitted with this form is / are a true likeness of me and of the 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 Home Office.

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. I understand that the Home Office will normally seek my consent before making enquiries of those authorities which may be necessary in order to reach a decision on my application.

If my application is unsuccessful and I am to be removed from the United Kingdom, I understand that it may be necessary for the Home Office to provide information about my identity to the authorities in the country of re-admission, solely 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 Home Office 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 Home Office website.

I am aware that it is an offence under 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 leave to remain in the United Kingdom by means which include deception.

Signed:

Date:

D	D		M	M		Y	Y	Y	Y

Your personal checklist for stateless form

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

- Are you sure that Form FLR (S) is the right form for your application?
- Have you completed all sections of the form correctly?
- 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 12:
  - Current travel documents, if any
  - Immigration Status Document or Documents (ASL.2151, ASL.2125 or ASL.2150)
  - 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 12, have you given an explanation and said when you will be able to send them?
- Have you signed and dated the declaration in Section 13 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, to this address:

Statelessness Determination Team - FLR(S)
Complex Casework Directorate,
Department 156, 7th Floor,
Capital Building, Old Hall Street,
Liverpool, L3 9PP

Form FLR(S) application for leave as a stateless person: Guidance notes and other relevant information

These notes and other information are intended to help you make an application for leave as a stateless person, using form FLR(S). You should use this form to make your own application and on behalf of any dependants.

This form must not be used to apply for asylum or for any other type of leave to remain. Advice on claiming asylum can be found on the gov.uk website: www.gov.uk

You must be in the UK to make an application; applications cannot be made overseas. The form must be completed in English and in BLOCK CAPITALS. The notes below are designed to help you complete each section.

If any dependants are included in the application, please make sure that you provide their documents and passport photographs, and tick the relevant boxes. You should send 2 identical, recent passport-size photographs of yourself and of each dependant applying on the same form. Please write the name of that person on the back of each photograph.

1. Payment of a fee

There is currently no charge

2. 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 or reasons and tell us when you will be able to let us have the missing item.
- Sign and date the declaration in Sections 11 and 13.

3. Completing Form FLR(S)

Please write in English in BLOCK CAPITAL letters when completing the form.

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 8. If an immigration adviser is assisting you with your application, the adviser's address should be given at 1.7

Section 2 is optional, but it would help the Home Office if you complete this section.

Section 3 asks for personal information about your identity and the country you are from.

Section 4, 5 and 6 ask how and when you came to the UK and for information about the countries you have lived in.

Section 7 is a list of documents you should provide, as far possible, in support of your application for leave to remain as a stateless person.

Section 8 asks for information about your dependants and other family members and their places of birth. Please complete this to the best of you ability.

Section 9 must be completed in all cases. It is important that you explain, with reference to any countries with which you are connected at birth, family descent, or ethnic origin, why you consider yourself stateless and not a national of any State by operation of its law. Where you have made efforts to acquire nationality or obtain confirmation of nationality, you must provide details of your enquiries and the responses received.

Section 10 requires you to provide, if applicable, any criminal convictions in the UK or overseas, and any involvement in serious crimes abroad, such as war crimes or terrorism.

Section 11 is information we require for the issue of biometric residence permits in the event of a grant of leave. Please see separate notes below.

Section 12 lists the documents and photographs needed in support of your application.
You should not pin, staple, glue or tape the photographs to your application form. For more information please see the photographic guidance at: www.gov.uk

Section 13 is a declaration which must be signed and dated.

4. 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.

5. Applying by post

All applications must be posted; applications cannot be dealt with in person. Please post your application to:

Statelessness Determination Team - FLR(S)
Complex Casework Directorate,
Department 156, 7th Floor,
Capital Building, Old Hall Street,
Liverpool, L3 9PP

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 and enquiries

You can download application forms and obtain information from the gov.uk website: www.gov.uk

For any other enquiries the telephone number is **0300 123 2241**. If you have a hearing impediment, we have a freephone textphone service on **0800 38 98 289**.

7. Choosing an immigration adviser

This form is designed to let you 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.

Office of the Immigration Services Commissioner (OISC)

Immigration advisers are regulated by the Office of the Immigration Services Commissioner (OISC).

Their website at www.oisc.gov.uk contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives.

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

Office of the Immigration Services Commissioner
5th Floor
21 Bloomsbury Street
London
WC1B 3HF
Telephone: 0345 000 0046

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

Your application will be dealt with as quickly as possible. 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.

9. How will your documents be returned?

The decision and any documents we return to you will be sent to you or your legal representative, if you have one, 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 send it to the address in **section 5**. 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, country of origin, 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 to recover a document urgently for unforeseen reasons, please telephone **0300 123 2241** in the first instance. The telephone agent will tell you if you have to write.

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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 their immigration status and entitlements while they remain 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, they 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 facial image and fingerprints. This is done by taking a digital photograph of all applicants and scanning the finger fingerprints of applicants aged 6 or over.

Requirement to apply for a Biometric Residence Permit

4. Applications for a Biometric Residence Permit must be made if an application is:
   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 the individual had been granted limited or indefinite leave to enter or remain in the United Kingdom;
   d. to replace a letter which indicated that the individual 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 Documents or a Certificate of Travel Document and the individual 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-paragrph (a), (b), (e) or (f).

Applying by post

5. 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.

6. You must record you 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.

7. 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 biometrics will be detailed on the Post Office website which will be highlighted in your Biometric Enrolment letter.

8. You must take 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 biometrics features.

9. 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.

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

10. 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?

11. We cannot record the biometric features of children under the age of 16 unless they are accompanied by a responsible adult.

12. If any such children are applying with an applicant as their 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.

13. If the applicant is a single person under the age of 16, they must be accompanied by their parent, guardian or other responsible adult aged 18 or over.

14. If the person accompanying the child, or children, under 16 is not their parent or guardian, that person must bring with them a letter confirming that they are authorised to take responsibility for the child, or children, when they have their biometrics recorded.

15. 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?

16. Enrolling your biometric information is a quick and clean process. A digital photograph is taken of your face, and you then put your fingers on a glass screen to be scanned - there is no ink or mess.

17. 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?

18. The 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 special arrangements?

19. If you 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.

20. 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?

21. If you are physically unable to provide fingerprints, a photograph will be taken of the facial image and record on the database the fact that you are physically unable to provide finger prints.

22. 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?

23. Before you attend your appointment, we recommend that you check your hands and fingers are clean. If your hands are not clean, you may be asked to wash them before scanning your fingerprints.

24. We would advise you not to have any colouring or similar substances (such as henna) on your hands as this could prevent the recording of 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?

25. 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 tackle immigration abuse, child trafficking, illegal working and identity fraud.

What if I fail to record my biometrics?

26. 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?

27. 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?

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

Will I be issued with a Biometric Residence Permit?

29. If the application is successful, you will be issued with a residence permit in the form of a Biometric Residence Permit.

30. The permit will be sent to you by secure delivery.

31. If you do not receive your permit within 10 working days of the date of your decision letter you should contact us on 0300 123 2412.

32. 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?

33. 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.

34. We advise that you do not book any non-urgent travel before you have received your permit.

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

35. 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.

36. 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 Home Office, so you may want to retain a copy for your records.

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

37. 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 office or biometric enrolment centres.

How do I use my biometric residence permit?

38. 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.

39. You must show the permit to your employer or approved education provider before you start to work or study.

40. 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 a valid 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?

41. If your biometric residence permit is lost or stolen, you must report the loss or theft to the Card Management Services as soon as possible by phoning 0300 123 2412 from the UK or (+44) 20 8527 3623 from abroad.

42. You must also report the loss or theft to the police and get a police report and crime reference number as soon as possible.

43. If your permit is lost or stolen when you are in the United Kingdom you must apply for another permit within 3 months of reporting the loss or theft of your original permit, using form BRP(RC).

44. 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 and re-enter the United Kingdom. You must then apply for another permit within 3 months of re-entering the United Kingdom, using form BRP(RC).

45. 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?

46. 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.

47. 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 3 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 gov.uk website: www.gov.uk

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

48. If you change your address before you have received your biometric residence permit you must tell us immediately by phoning 0300 123 2241.

49. If you change you 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 6 months, you should tell us by sending a fax to 020 8196 5454 or by writing to:

Change of Address Team
11th Floor Lunar House
Wellesley Road
Croydon
CR9 2BY

50. You must tell us immediately by phoning 0300 123 2241 if:
- you change your circumstances so you no longer qualify to stay under the Immigration Rules that were in place when we gave you permission to stay in the UK; or
- you are a student and you change your course and / or education provider (sponsor).

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

51. 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.