



UK Visas  
& Immigration

## FLR(O)

Version 11/2016

# Application for leave to remain in the UK in a category not covered by other forms and a biometric immigration document

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 24 November 2016 for the purposes listed overleaf.

Please check on the website at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration) that this is the current form for use on the date that you apply.

As part of your application you may be required to pay the Immigration Health Surcharge. Before going any further, you should check [www.gov.uk/healthcare-immigration-application](http://www.gov.uk/healthcare-immigration-application) to confirm if an Immigration Health Surcharge assessment is required as part of your application. You must complete this before submitting your application and enter the reference number in this application.

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules as of 24 November 2016 and must be used for all applications made on or after that date for the purposes stated on this page and listed in section 3.

You also need the separate guidance documents listed below, which you should read before making your application:

FLR(O) guidance notes

Rules for passport photographs

If you do not already have these documents, you can get them from our website at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.

Applications on this form may be made by post or in person at one of our Premium Service Centres. To apply in person, you must make an appointment.

Do not complete this form if you are applying for leave to remain in one of the following categories:

- Family life as a partner (10 year route);
- Family life as a parent (5 year & 10 year routes);
- Private life in the UK (10 year route);
- Leave outside the Rules on the basis of family or private life; or
- Discretionary leave (DL) if you were last granted DL before 9 July 2012 on the basis of Article 8 family or private life

Complete application form FLR(FP) instead.

If you apply by post, you must send your application to the following address:

Home Office

FLR(O)

Leave to remain

PO Box 495

Durham

DH1 9LL

This form is for the following categories:

- Visitors (except Approved Destination Status & Permitted Paid Engagements visitors)
- UK ancestry
- Domestic worker in a private household
- Domestic worker who is a victim of slavery or human trafficking
- Dependant of a person who has limited leave to enter or remain in the UK other than under the points based system
- Parent of a Tier 4 (child) student
- Discretionary Leave (DL) where the applicant has previously been granted a period of DL but has not previously been refused asylum or granted less than four years Exceptional Leave
- Relevant Civilian Employee

- Member of an Armed Forces who is not exempt from immigration control
- A dependant of a member of an armed force (not HM Forces who should complete FLR(AF)) who is exempt from immigration control under the Immigration Act 1971
- Locally engaged staff of a Diplomatic Mission
- Other purposes or reasons not covered by other application forms

If you apply by post as a:

- Relevant Civilian Employee
- Member of an Armed Forces who is not exempt from immigration control
- A dependant of a member of an armed force (not HM Forces who should complete FLR(AF))
- Locally engaged staff of a Diplomatic Mission

You must send your application to the following address:

Leave to Remain - FLR(O)

PO Box 643

Durham

DH1 9LL

archived

## Payment Guidance

### The Fee

If you are a single applicant on form FLR(O) and no dependants are applying with you, the normal specified fee is £811 for standard applications made by post.

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. You can only make on-line or in person payments by using one of our accepted credit or debit cards (see below). 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)

If one or more dependants are applying with you, the fee for each dependant applying is shown in the table below.

Number of applicants	Standard
Yourself and 1 dependant	£1622
Yourself and 2 dependants	£2433
Yourself and 3 dependants	£3244
Yourself and more than 3 dependants	Add £811 to the amount above for each additional dependant

For more information about the current fees, please see the FLR(O) guidance notes.

Please note that your application will be rejected as invalid if you do not pay the specified fee.

The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the Home Office or its payment processing agent, regardless of the outcome of the application. If your application contains errors or is missing information it may be rejected as invalid. Your application will not be considered and your fee will be refunded less an administration fee of £25 for each person included in the application.

We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear, credit/debit cards and postal orders will clear immediately.

If you are claiming an exemption from paying the fee because you are applying to stay in the UK under European Convention on Human Rights and want to apply for a fee exemption because you are destitute and unable to pay the fee, tick the box at item 5 on the payment details page to confirm this. (Information about what we mean by destitute can be found on our website).

If you tick the Nil payment box you will need to complete Appendix 1 FLR (FP). Failure to complete Appendix 1 FLR (FP) will result in your application being rejected if you have not sent a fee.

If you are applying as a domestic worker who is a victim of slavery or human trafficking, you will not be required to pay the specified fee. You should tick the box at item 5 on the payment details page. You will not need to complete form Appendix 1 FLR (FP).

If you are applying under one of the above categories failure to tick the box at item 5 on the payment details page will result in your application being rejected if you have not sent a fee.

## Biometric Enrolment Fee

As part of your application you are required to enrol your biometric information. You will be charged an additional handling fee for this service, payable to the Post Office Ltd. You must pay the fee by cash or debit card when you attend Post Office Ltd to enrol your biometrics. Each dependant included on your application must also pay this fee when they enrol their biometric information. Do not send the biometric enrolment fee with your application fee.

Applicants on some immigration routes are exempt from paying an enrolment fee at the Post Office Ltd. If you are in one of these categories you will be informed of this when we send you a biometric notification letter.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of our website: [www.gov.uk/biometric-residence-permits](http://www.gov.uk/biometric-residence-permits)

## Who May Apply With You?

You may include your spouse, civil partner, unmarried or same-sex partner and/or children under the age of 18 if they are applying as your dependants. However, they must pay the full specified fee if they apply separately.

If this is the first time you are applying for leave in this category you cannot list dependant children over the age of 18 on this form. However, children who were initially granted leave in this category at a time when they were under 18 but who are now over 18, may continue to be included as a dependent child (subject to an adult fee). See FLR(O) Guidance Notes for more information.

The immigration rules for the academic visitor and visitor for private medical treatment categories do not allow dependants, but they may be allowed to remain exceptionally in some circumstances. However anyone applying on this basis should not be included as dependants on an application by the academic visitor or visitor for private medical treatment but should apply separately as a main applicant.

## How can you pay?

You must pay by one of the methods specified below.

- Cheque (postal applications only)
- Postal Order (postal applications only)
- Credit card - Visa (including Electron), MasterCard or American Express (Amex)
- Debit card - Delta, Maestro\* (including Solo)
- Banker's draft (payable to the Home Office) (postal applications only)

\* Maestro - we will accept any Maestro card if you are applying in person at a Premium Service Centre but only Maestro cards issued in the UK if you are applying by post or courier.

## Cheques And Postal Orders

You must make the cheque or postal order payable to Home Office Leave to Remain and cross the cheque or postal order(s) A/C Payee only.

Write the full name, nationality and date of birth of the main applicant on the back of each cheque and/or each postal order and keep the postal order stub(s). Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

If applying by post or courier, attach your cheque or postal order(s) to the front of the application form.

## Completing The Payment Details Page

To ensure that your payment is processed without any delay please complete the correct payment details page and note the points below when doing so.

1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (eg a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.

3 This should be the full name of the main applicant as given in his or her passport or travel document.

4 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.

5 If you do not select a fee then we cannot take a payment and your application will be rejected as invalid.

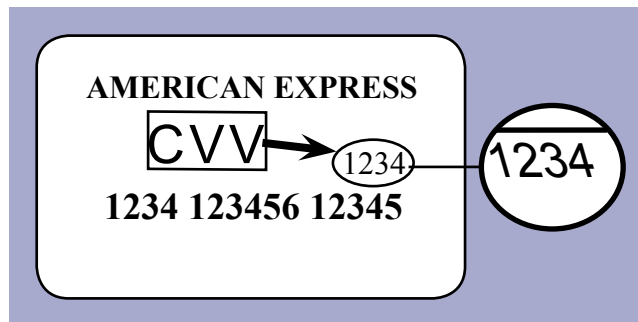
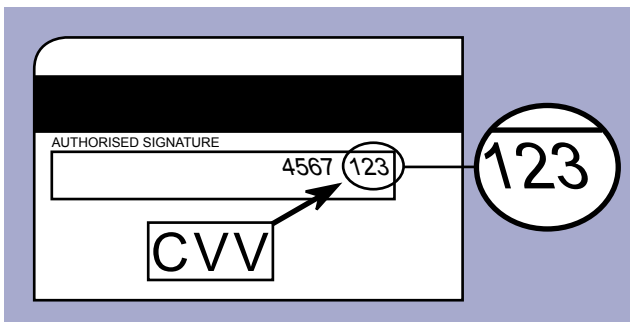
8-11 Complete only if paying by card.

11 The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below.

12 It is the cardholder as named on the credit or debit card who must sign and date.

Please note that 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.

Please be aware that not all banks offer this service.





**This page is intentionally blank**

archived





For official use only - unique reference number

Grid for unique reference number

FLR(O)

Version 11/2016

Photographs - You must provide two identical photographs of yourself with your full name on the back of each one. Please place the photographs, full name on the back of each one. Please place the photographs, together with those of any dependants included in section 2, in a small sealed envelope and attach it across this space with a staple or paper clip at the right-hand side of the page/envelope. Please make sure that the staple or paper clip does not damage or mark the photographs. All photographs must be as specified in the separate photograph guidance.

1.1 Your title - please tick

If other, what is your title?

Mr Mrs Miss Ms Other

1.2 Your gender - please tick

male female

1.3 Your date of birth

DD MM YY

1.4 Your full name as in your passport or travel document

Name grid

1.5 Surname or family name

Surname grid

1.6 Any other name(s) by which you are or have been known

Other name grid

1.7 Nationality

Nationality grid

1.8 Place of birth - town or city and country

Place of birth grid

1.9 Passport, national identity card or travel document number

Passport number grid

1.10 Home Office reference if you have one

Home Office reference grid

1.11 Please provide your Immigration Health Surcharge reference number (IHS):

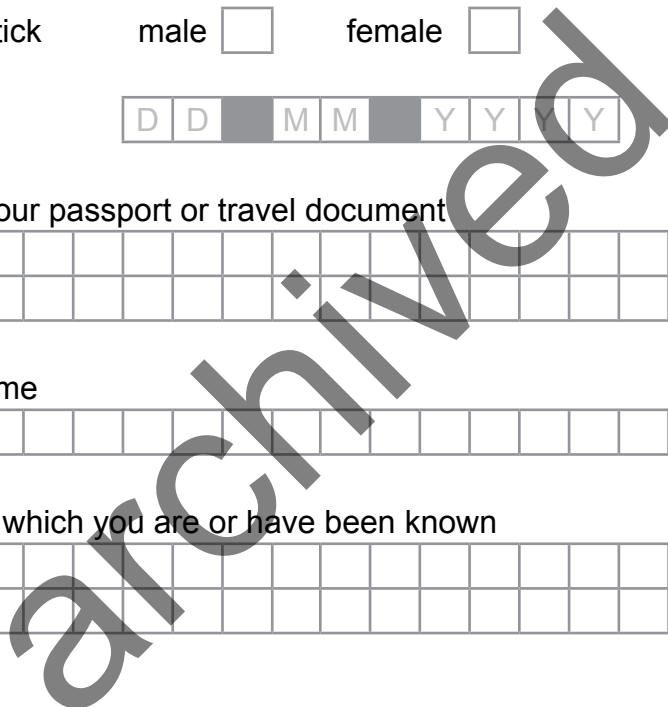
IHS grid

1.12 National insurance number if you have one

National insurance number grid

1.13 BRP Reference number

BRP reference number grid







In this section include any children under the age of 18 who are living with you in the UK and who are applying as your dependants.

If more than 2 children are applying, please give their details on a photocopy of this page, enclose it with this form and place the photographs in a sealed envelope attached to section 1 as instructed there.

	Child 1	Child 2
Name		
Date of birth	DD      MM      YYYY	DD      MM      YYYY
Place of birth		
Gender		
Nationality (including if they have dual nationality)		
Passport, national identity card or travel document		
Place of issue of passport, national identity card or travel document		
Issuing authority		
Date of issue		
Date of expiry		
List all languages that your child speaks		
How long has this child resided in the UK?		
Does this child live with you at the address provided in question 1.20?		
Who is financially responsible for this child?		
If your sponsor is not the other parent of this child, provide details of the other parent. Include name, where they live, their nationality and their level of contact or parental responsibility.		

Are you or your partner responsible for supporting anyone else, not listed above?      Yes       No

If Yes, please provide details.

Please include any further information you think may be relevant to the consideration of this application. Continue on a separate page if necessary.

### Section 3 - Which category?

Please tick a box below to show us the category in which you are applying for an extension of stay in the UK. You can only tick one box.

Visitor (except ADS & PPE), see documents required at 9B

UK ancestry, see documents required at 9C

Domestic worker in a private household, see documents required at 9D

Domestic worker who is a victim of slavery or human trafficking, see documents required at 9E

Parent of a Tier 4 (child) student, see documents required at 9F

Dependant of a person who has limited leave to enter or remain in the UK other than under the points based system, see document required at 9G

Other purposes or reasons not covered by other application forms, see documents required at 9H

Relevant Civilian Employee

Member of an Armed Forces who is not exempt from immigration control

A dependant of a member of an armed force (not HM Forces who should complete FLR(AF))

Locally engaged staff of a Diplomatic Mission

If you have ticked the other purposes/reasons category, please explain briefly why you are applying for an extension of stay in the UK. You will also need to provide a letter or other document explaining in more detail why you are applying.

## Section 4 - Biometric residence permit

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

Note 1 In accordance with regulation 3 of the Immigration (Biometric Registration) (Amendment) Regulations 2012 anyone applying for an extension of stay 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. For information about biometric residence permits, please see the separate FLR (O) guidance notes, which you must read before completing this form.

If you have a current grant of leave on a Biometric residence permit you must provide your Biometric residence permit for the application to be valid and complete.

4.1 Have you used any name(s) other than the one given at 1.4 in section 1 of this application form in previous UK immigration applications made in the UK or abroad?

Yes  go to question 4.2

No  go to question 4.3

4.2 Please give the details specified below. The name in each case should be that in which you made the application. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which you made the application	Date of application	Country in which application was made	British diplomatic post if application made abroad

4.3 Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad?

Yes  go to question 4.4

No  go to question 4.5

4.4 Please give the details specified below in each case. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which your fingerprints were taken	Date on which they were taken	Place at which they were taken	British diplomatic post if they were taken abroad

**Dependants applying with you**

4.5 Are any dependants applying with you?

Yes  go to question 4.6

No  go to question 4.10

4.6 Have any of the dependants applying with you used any name(s) other than the one(s) given in section 2 of this application form in previous UK immigration applications made in the UK or abroad?

Yes  go to question 4.7

No  go to question 4.8

4.7 Please give the details specified below. The name in each case should be that in which the dependant made the application. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which the dependant made the application	Date of application	Country in which application was made	British diplomatic post if application made abroad

4.8 Have any of the dependants applying with you had their fingerprints taken as part of a previous UK immigration application made in the UK or abroad?

Yes  go to question 4.9

No  go to question 4.10

4.9 Please give the details specified below. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which the dependant's fingerprints were taken	Date on which they were taken	Place at which they were taken	British diplomatic post if they were taken abroad

**Children under 16 applying**

4.10 If the main applicant or any dependants are under 16, enter the details of the responsible adult who will accompany them when they have their fingerprints and/or photograph taken:

Name of responsible adult	Date of birth	Nationality	Relationship to child(ren)

Is this the parent of the child(ren)?

Yes  go to section 5

No  go to question 4.11

4.11 Please explain below why the child(ren) will not be accompanied by a parent and provide details of the responsible adult who will be accompanying the child(ren). See Note 2.

archived

**Note 2** Under the biometric registration regulations, any child under the age of 16 who is required to apply for a biometric immigration document must have their fingerprints and/or a photograph taken in the presence of a responsible adult who is the child's parent or guardian, or another person who for the time being takes responsibility for the child.

Where dependants of the main applicant are also required to apply for a biometric immigration document, all applicants will normally have their fingerprints and/or photograph taken on the same day. This means that you and any children applying with you will normally be expected to attend together. If there is any reason preventing you from accompanying any child under the age of 16, you must nominate the responsible adult who will be accompanying them.

The responsible adult accompanying any child under the age of 16 will need to provide an acceptable form of identification, such as a passport or driving licence. If that person is not the parent or guardian of the child, they must have a letter confirming that they are a responsible adult who has a close connection to the child and has been authorised to accompany him or her.



## Section 5 - Your home and finances

You are not required to complete this section if you are applying in the bereaved partner categories.

5.1 Is your home in the UK:

- Owned by you?  Rented from a local authority or housing association by you?
- Privately rented by you?  Owned or rented by a relative or friend?
- Other? Give details below

5.2 Do you or your partner, or both, pay any rent or mortgage for your home? Yes  No  If so, how much do you pay each month?

£

5.3 Are you working in the UK? Yes  No  If so, what is your pay each month after income tax and other deductions?

£

5.4 Does a relative or friend of you or your partner, or both of you, regularly give you money? Yes  No  If so, how much do you receive each month?

£

5.5 Are you receiving any public funds? Yes  No

The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 5.5, you must tick the relevant box(es) to show which of these are being received and complete the table on the next page to show the amounts received.

- |                                    |                          |   |                          |
|------------------------------------|--------------------------|---|--------------------------|
| Attendance Allowance               | <input type="checkbox"/> | Carer's Allowance                               | <input type="checkbox"/> |
| Child Benefit                      | <input type="checkbox"/> | Child Tax Credit                                | <input type="checkbox"/> |
| Council Tax Benefit                | <input type="checkbox"/> | Council Tax Reduction                           | <input type="checkbox"/> |
| Disability Living Allowance        | <input type="checkbox"/> | Housing Benefit                                 | <input type="checkbox"/> |
| Housing or Homelessness assistance | <input type="checkbox"/> | Income-based Jobseeker's Allowance              | <input type="checkbox"/> |
| Income Support                     | <input type="checkbox"/> | Income Related Employment and Support Allowance | <input type="checkbox"/> |

- |                               |                          |                              |                          |
|-------------------------------|--------------------------|------------------------------|--------------------------|
| Personal Independence Payment | <input type="checkbox"/> | Severe Disablement Allowance | <input type="checkbox"/> |
| Social Fund Payment           | <input type="checkbox"/> | State Pension Credit         | <input type="checkbox"/> |
| Working Tax Credit            | <input type="checkbox"/> | Universal Credit             | <input type="checkbox"/> |

If there is anything else you wish to tell us about your financial circumstances, please use this box.

Complete the following table indicating the sources and levels of income as indicated in 5.2 - 5.5 that you and your partner are relying on to adequately maintain yourselves and any dependants.

Income source	Interval received (weekly or monthly amount)	Amount
<b>Total</b>		

If you have been unable to fit all of the relevant details in the table above, please use the space provided below.



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

Date sentenced

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

6.3 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 6.4

No  go to question 6.5

6.4 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 two 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 (e.g caution, reprimand, warning or other - please state)

[Empty text box for penalty type]

Date of penalty

[Date selection grid: DD MM YYYY]

**Details of penalty 2**

Name of person

[Empty text box for name]

Country where penalty given

[Empty text box for country]

Offence

[Empty text box for offence]

Type of penalty (e.g caution, reprimand, warning or other - please state)

[Empty text box for penalty type]

Date of penalty

[Date selection grid: DD MM YYYY]

6.5 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 6.6

No  go to question 6.7

6.6 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 two court judgments and/or civil penalties under the 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

[Empty text box for name]

Specify whether you had a court judgment or civil penalty

[Empty text box for specification]

Date of of court judgment or civil penalty

[Date selection grid: DD MM YYYY]



6.12. 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

6.13. How long have you lived in the UK?  years  months

Please provide details of any periods of absence of more than six months during that time.

Date you left the UK	Date you returned to the UK	Reason for absence

6.14 Please state what cultural, social and family ties you have with:

- The country where you were born.
- Any other country whose nationality you hold.
- Any country where you have lived for more than five years.

You should tell us about any family, friends, or other connections with that country.

Country	Social cultural or family ties

6.15. If you have answered yes to question 6.7, 6.8, 6.9, 6.10, 6.11 or 6.12 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 6.7 to 6.12, 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](http://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 armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

### Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.



### **Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that:

- involves serious violence against a person;
- that may endanger another person's life;
- creates a serious risk to the health or safety of the public;
- involves serious damage to property;
- is designed to seriously disrupt or interfere with an electronic system.

### **Organisations concerned in terrorism**

- An organisation is concerned in terrorism if it:
- commits or participates in acts of terrorism;
- prepares for terrorism;
- promotes or encourages terrorism (including the unlawful glorification of terrorism);
- or is otherwise concerned in terrorism.

archived

## Section 7 - Photographs

It is mandatory to provide the relevant photographs specified below. Please note that this application will be invalid if you do not provide them.

The photographs must be in the format specified in the separate rules for passport photographs guidance provided with this form. If they are not, they may be rejected as unacceptable and you will have to provide others which are acceptable. This will delay consideration of your application.

Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

Two recent identical passport-size photographs of yourself with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.

Two recent identical passport-size photographs of each dependant included in section 2 and applying for an extension of stay in the UK with you, with their full name written on the back of each photograph.

archived

## Section 8 - Passport, travel document or national identity card

It is mandatory to complete this section. Please note this application will be invalid if you do not.

You must provide your valid passport or (except a PBS applicant), a national identity card as evidence of your identity and nationality. If you do not have these, your most recent passport (or except a PBS applicant) national identity card. If you have neither of these, you can provide a travel document unless these are not available for reasons beyond your control. If your document is lost or stolen, you should replace it before making your application unless there are reasons beyond your control why you cannot (See note 4 below).

If you are applying as a domestic worker who is a victim of slavery human trafficking, we will consider you to be unable to provide your passport for reasons beyond your control if your passport was retained by your previous employer or other person in circumstances which led to being considered to be a victim of slavery or human trafficking.

You should provide all previous passports, travel documents or national identity cards that you have used to travel to or remain in the UK.

This also applies to any dependant included in the application.

8.1 Is your valid passport, national identity card or travel document enclosed?

8.1.1 Which document are you providing? (please tick at least one box)

Passport  Travel document  National identity card

None

8.2 Valid passport, national identity card or travel document

8.2.1 Passport/national identity card/travel document number:

8.2.2 Issue Date:

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

8.2.3 Expiry Date:

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

8.2.4 Country of issue and issuing authority:

8.3 Answer this question if you have not provided a valid passport, national identity card or travel document.

8.3.1 My passport, national identity card or travel document is:

Elsewhere in the Home Office

Not available for reasons beyond my control

Please provide reasons why you cannot provide your passport, national identity card or travel document. If lost or stolen you must provide your crime reference number and reasons why you have not been able to provide a replacement document.

Note 4. Reasons beyond your control may include where you do not have a national authority to provide a document, or where you have applied for a document and your national authority cannot provide one in time for you to make your application.

I cannot enclose a passport, national identity card or travel document because:

8.4 If you have not enclosed a valid passport, national identity card or travel document, what alternative satisfactory evidence of your identity and nationality is enclosed? Alternative evidence must include your full name, date of birth and nationality.

**8.5 Have you enclosed the valid passport, national identity card or travel document for a dependant?**

8.5.1 Which document are you providing? (please tick at least one box)

Passport

Travel document

National identity card

None

**8.5.2 Valid passport, national identity card or travel document**

8.5.2.1 Passport/national identity card/travel document number:

8.5.2.2 Issue Date:

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

8.5.2.3 Expiry Date:

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

8.5.2.4 Country of issue and issuing authority:

**8.5.3 Answer this question if you have not provided a valid passport, national identity card or travel document**

8.5.3.1 My dependant's passport, national identity card or travel document is:

Elsewhere in the Home Office

Not available for reasons beyond my control

Please provide reasons why you cannot provide your passport, national identity card or travel document. If lost or stolen you must provide your crime reference number and reasons why you have not been able to provide a replacement document.

Note 4. Reasons beyond your control may include where you do not have a national authority to provide a document, or where you have applied for a document and your national authority cannot provide one in time for you to make your application.

I cannot enclose a passport, national identity card or travel document because:

**8.5.4 If you have not enclosed a valid passport, national identity card or travel document for a dependant, what alternative satisfactory evidence of their identity and nationality is enclosed? Alternative evidence must include their full name, date of birth and nationality.**

If you have more than one dependant, please photocopy this section and enclose the photocopy with your application form.

archived

## Section 9 - Documents

You must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing. They must be originals.

All applicants must provide the relevant documents specified in 9A. You must also provide the relevant documents specified in 9B to 9H for the category in which you are applying.

Please note that in some cases, we may have to ask for other documents in addition to those specified in this form.

### Passports and immigration documents

#### 9A All applicants

Your valid passport or (except a PBS applicant) a national identity card. If you do not have these, your most recent passport or (except a PBS applicant) national identity card. If you have neither of these, you can provide a travel document. If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.

The valid passport(s), national identity card(s) or travel document(s) for each dependant included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.

Your Biometrics residence permit if you have been issued with one since entering the UK. See Note 5.

The Biometrics residence permit for each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been issued with them since entering the UK. See Note 5.

Note 5 Residence permits have been issued to certain foreign nationals since 25 November 2008 when they have been given permission to remain in the UK. Unless reported lost or stolen, they should be enclosed with any application for further permission to remain in the UK.

Your police registration certificate if you have been asked to register with the police.

The police registration certificate(s) of each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been asked to register with the police.

### Your Finances

Evidence of your finances. Bank statements, building society savings book(s), pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds. (See Note 6).

Note 6 We do not accept internet or cashpoint statements as evidence of finances. If you claim that a relative or friend is providing you with financial support (see question 5.4), in addition to evidence of your own finances, you must provide bank statements or other documents of the kind described above as evidence of their financial resources. The documents showing the finances available to you and to any person supporting you should cover at least the last three months.

### 9B Visitors (except Approved Destination Status & Permitted Paid Engagements visitors)

If you are applying to extend your stay as a visitor you should refer to the visitor: guide to supporting documents guide at [www.gov.uk/government/publications/visitor-visa-guide-to-supporting-documents](http://www.gov.uk/government/publications/visitor-visa-guide-to-supporting-documents), as the types of documents required will depend on which visit route you are applying under and your purpose for being in the UK.

You should also ensure that you have not already completed the maximum period permitted in this capacity.

### 9C UK Ancestry

If you are a Commonwealth citizen aged 17 or over, one of your grandparents was born in the UK and Islands and you are applying because of your UK ancestry, in addition to the relevant documents in 9A, you must provide:

Your full birth certificate showing your parents' names.

Evidence that one of your grandparents was born in the UK and Islands. The evidence must be formal documents such as full birth certificates for your parents and grandparent and, where necessary to establish the relationship, marriage certificates and/or adoption papers.

Document(s) showing that you are able to work and intend to take or seek employment in the UK.

### 9D Domestic worker in a private household

If you have been given leave to enter or remain for employment in this category, in addition to the relevant documents in 9A, you must provide:

Recent document(s) from your employer, confirming that your work as a domestic worker in a private household is continuing and that you are still needed for the same work. See Note 7.

Evidence of the employer's right to reside in the United Kingdom, such as a passport.



Note 7 Domestic workers are required to provide a current statement of their terms and conditions of employment including full details of their duties, signed by themselves and their employer. They should also include a letter from their employer confirming that the employment is continuing and that the employment complies with UK legislation on the National Minimum Wage.

**9E Domestic worker who is a victim of slavery or human trafficking**

If you are applying as a domestic worker who is a victim of slavery or human trafficking, in addition to the relevant documents in 9A, you must provide:

A copy of the letter which you have received from UK Visas and Immigration confirming that the Competent Authority has concluded that you are a victim of slavery or human trafficking.

**9F Parent of a Tier 4 (child) student**

If you are applying as the parent of a Tier 4(child) student, in addition to the relevant documents in 9A, you must provide:

Evidence that you can maintain and accommodate yourself without recourse to public funds and without taking employment. The evidence must be formal documents such as bank/building society statements or savings books, or pay slips from your employment outside the UK (see Note 6).

Evidence that you continue to maintain your main place of residence outside the UK and have sufficient funds to continue to do so.

Passport for the Tier 4 (child) student

**9G Dependant of a person who has limited leave to enter or remain in the UK other than under the points based system**

If you are applying as the dependant of such a person, in addition to the relevant documents in 9A, you must provide:

Your marriage or civil partnership certificate if you are applying as the person's spouse or civil partner.

Documents showing that you have lived together for 2 years or longer if you are applying as the person's unmarried or same-sex partner

Your full birth certificate showing your parents' names if you are applying as the person's child.

**9H Other purposes/reasons not covered by other application forms** If you are applying for an extension of stay for other purposes/reasons, in addition to the relevant documents in 9A, you must provide:

A letter or other document explaining why you are applying for an extension of stay, together with any relevant documents in support of your case. Please list the documents you are providing in the space below.

archived

If you have any reasons or grounds for wishing to stay in the United Kingdom which you have not already mentioned in your application you should do so now in the box below.

If so, please give details in the box provided

archived

Please continue on a separate sheet if necessary and provide any relevant documentary evidence relating to any issues you raise.







## Section 11 - Declaration

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

It is mandatory for the declaration to be signed.

Please note that this application will be invalid if it is not signed as specified above.

I hereby apply for an extension of stay in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of myself and any dependants who are applying with me, as named on the back of each photograph and that I have had the opportunity to see the UK Visas and Immigration photograph guidance.

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 provided by me to the Home Office will be treated in confidence; that it may be disclosed 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; and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.

I understand that if I am informing the Home Office that I have changed my gender, these details may in certain circumstances be shared with other Home Office colleagues. I consent to this, where necessary and understand that this information will only be shared in limited circumstances relating to identity and security in line with Section 22 of the Gender Recognition Act. I am aware they will otherwise be treated in confidence and that my rights under the Equality Act 2010, Data Protection Act 1998 and Article 8 of the European Convention on Human Rights will be unaffected

Signature

Date

## Photographs and documents checklist

Please complete this part of the form to help us check that we have received your photographs and documents. At "A" tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals. You should photocopy each of these documents and provide the copies in addition to the originals.

A. Listed items	How many?
Photographs of yourself	
Photographs of any dependants applying	
Passports	
National identity cards	
Travel documents	
Biometric Residence Permits	
Police registration certificates	
Letter/documents from your employer	
Birth certificate/s	
Bank statements	
Building society savings books	
Pay slips	
Documents confirming private medical treatment	

A. Listed items	How many?
English language certificate	
Certificate of degree/PhD	
Documents to show exemption from English language requirement	
Court document showing access rights to a child	

B. Other documents	How many?

Please note that in some cases, we may have to ask for other documents in addition to those specified in this form.



## Final Checks

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

Is FLR(O) the right form for you and is it valid for use? See date and notes on front page

Have you completed the payment details page and made the correct payment?

Have you completed sections 1 and 4 and, if required to do so, section 2?

Have you ticked a box in section 3 to show the category in which you are applying?

Have you completed section 6 and the rest of the form as specified?

Have you provided the photographs specified in section 7 and are they in the approved format?

Have you provided your valid passport(s), national identity card(s) or travel document(s) and all other relevant documents specified in sections 8 and 9 and are they originals?

If you are unable to send us any of the documents specified in section 9 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?

Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 10?

Finally, if you are posting it, please make sure that the application is addressed exactly as shown below:

Home Office

Leave to Remain - FLR(O)

PO Box 495

Durham

DH1 9LL

If you apply by post as a:

- Relevant Civilian Employee
- Member of an Armed Forces who is not exempt from immigration control
- A dependant of a member of an armed force (not HM Forces who should complete FLR(AF))
- Locally engaged staff of a Diplomatic Mission

You must send your application to the following address:

Leave to Remain - FLR(O)

PO Box 643

Durham

DH1 9LL