



If you wish to apply for an extension of stay in the UK on form FLR(O), please read these guidance notes and the separate UK Visas and Immigration photograph guidance before making your application.

## CONTACTING US

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

## OUR PREMIUM SERVICE CENTRES

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

## GUIDANCE NOTES

### 1. FOR WHICH APPLICATIONS MUST YOU USE FORM FLR(O)?

Form FLR(O) must be used if you are applying for an extension of stay in one of the following categories:

- Visitor (except ADS & PPE)
- Domestic worker in a private household
- UK ancestry
- Parent of a Tier 4 (Child) student
- Dependants of a person who has limited leave to enter or remain in the UK other than under the points based system
- 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
- Dependant of relevant civilian employee
- Member of an Armed Forces who is not exempt from immigration control
- Dependant of a member of an Armed Force who is not exempt from immigration control
- Dependant of a member of non HM Forces who is exempt from immigration control
- Other purposes/reasons not covered by other application forms

Other purposes/reasons include serious medical reasons where the treatment is not private. Use this form rather than form HPDL for such an application.

You and any dependants applying with you must be in the UK to apply.

You must not use this form

- to make an application for asylum or international protection (this includes an application for humanitarian protection or an Article 3 European Convention on Human Rights (ECHR) application made on protection grounds); or to make further submissions on asylum or human rights grounds after the refusal or withdrawal of an earlier asylum or human rights claim.
- To make an application for Further leave to remain under Appendix FM of the Immigration Rules as a partner (10-year route), or a parent (5 year & 10 year routes), or under the Rules on the basis of your private life in the UK you must complete form FLR(FP).

Some of the categories previously on form FLR(O) now fall under the Points Based System.

Member of the operational ground staff of an overseas-owned airline are now Tier 2 (General) migrant.

Minister of religion, missionary or member of a religious order are now Tier 2 (Minister of Religion) migrant.

Au pair is now Tier 5 (Youth Mobility) migrant.

Visiting religious worker and overseas government employee are now Tier 5 (Temporary Worker) migrant.

Postgraduate doctors or dentists are now Tier 4 (General) student.

## 2. QUALIFYING FOR AN EXTENSION OF STAY

To qualify for an extension of stay in the categories of the Immigration Rules for which you must use form FLR(O), you must meet the requirements set out in the following parts of the rules

Appendix Armed Forces Part 9 – Members of Armed Forces who are not exempt from immigration control

Appendix Armed Forces Part 9A – Relevant Civilian Employees

Appendix Armed Forces Part 10 – Dependants of non HM Forces and of Relevant Civilian Employees

The full Immigration Rules are on our website.

## 3. WHO MAY APPLY ON THIS FORM?

You and your partner and/or children under 18 if they are applying as your dependants (if allowed by the relevant immigration rules - see below).

“Partner” means a spouse, civil partner, unmarried or same-sex partner.

If this is the first time you are applying for leave in this category dependant children over the age of 18 may not be included. However, children who were initially granted leave in this category at a time when they were under 18 but who are now 18 or over, may continue to be included (subject to an adult fee). You must show that he or she has not formed their own family unit or is leading an independent life.

The immigration rules for the visitor 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 visitor but should apply separately as a main applicant.

## 4. THE FEE

If no dependants are applying with you, the current specified fees for applications on form FLR(O) are £811 for standard applications.

If any dependants are applying with you, there is an additional fee of £811 for each dependant for standard applications.

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

Please note the following:

- 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.
- If you do not pay the specified fee, the application will be invalid and will be returned to you.
- We will not refund the fee if we refuse the application or if you withdraw it.

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

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

## 5. WHEN TO APPLY

You and any dependants applying with you should apply before the end of your/their permitted stay in the UK.

## 6. MAKING SURE YOUR APPLICATION IS VALID

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

- apply on the current version of form FLR(O)
- pay the specified fee by one of the methods specified in the payment guidance
- ensure the correct payment has been made towards the Immigration Health Surcharge, if applicable. You will need to assess the likely cost using the online portal [www.gov.uk/healthcare-immigration-application](http://www.gov.uk/healthcare-immigration-application).
- provide photographs of yourself and any dependants who are applying with you as specified in the application form
- provide an original, valid passport, travel document or national identity card for yourself and any dependants who are applying with you as specified in the application form, as evidence of your

identity and nationality, unless it is not available for reasons beyond your control

- complete all sections of the form as required, including all mandatory Sections of the form
- the correct payment has been made towards the Immigration Health Surcharge, if applicable. You will need to assess the likely cost using the online portal (insert link here).
- sign the declaration in section 11 as specified
- send the application by prepaid post to UK Visas & Immigration or make it in person at a Premium Service Centre.

If you fail to do any of these things, your application will be invalid and we will return it to you. This could result in the loss of appeal rights if your permitted stay has run out by the time you make a valid application.

## 7. ENSURING YOUR APPLICATION IS COMPLETE

You do this by completing every relevant section of the form as required and providing all the documents specified for your particular application.

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

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

## 8. COMPLETING THE FORM

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

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

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

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

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

## 9. PHOTOGRAPHS

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

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

The photographs you provide must also comply with the format requirements specified in the separate UK Visas & Immigration photograph guidance.

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

The photographs will be checked against the images taken when your biometric features and those of any dependants applying with you are enrolled.

## 10. PASSPORT, TRAVEL DOCUMENT OR NATIONAL IDENTITY CARD

For your application to be valid, it is mandatory to provide your original, valid passport, travel document or national identity card as evidence of your identity and nationality, unless it is 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.

It is also mandatory for you to provide an original, valid passport, travel document or national identity card for each of your dependant's included in the application, as evidence of their identity and nationality, unless it is not available for reasons beyond your or their control.

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. If you cannot provide your passport, travel document or national identity card, then you must provide an explanation as to why this is. If it has been lost or stolen, you must provide your crime reference number and reasons why you have not been able to provide a replacement document.

If your passport is already with the Home Office, you must tell us and provide information as to why we already hold your passport, travel document or national identity card.

If you are not enclosing a current, valid passport, travel document or national identity card, then you must provide alternative satisfactory evidence of your identity and nationality, which must include your full name, date of birth and nationality.

## 11. DOCUMENTS

Documents provided with the application must be originals.

Copies of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary.

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

Any documents which are not in English must be accompanied by a reliable English translation.

Make sure passports or travel documents are signed.

## 12. APPLYING BY POST - THE ADDRESS

If you are applying by post, the address to which you must send an application on form FLR(O) is as given on the front of that form.

Posting it to any other address will not only delay your application but could make it invalid. This address is only to be used when sending your application. Please use the address given in part 17 for any other correspondence about your application.

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

Make sure that you keep the Recorded or Special Delivery number.

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

You will receive a letter of acknowledgement within a few days of your application being received, unless there is a problem concerning the payment of the fee. The validity of your application will then be checked and we shall contact you in writing if your application is invalid.

### 13. APPLYING IN PERSON

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

### 14. APPOINTMENTS

To apply in person, you must book an appointment in advance with one of the Premium Service Centres. You can do so online at [www.ukvi.homeoffice.gov.uk/book-appointment](http://www.ukvi.homeoffice.gov.uk/book-appointment)

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

For applications made in person at a Premium Service Centre, the total fee includes a £100 appointment fee, which may be retained should the applicant fail to attend their appointment without good reason.

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

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

### 15. DECISION TIMES

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

Applications which are not straightforward, or which need further enquiries, take longer to decide. These include applications by people who have remained here unlawfully after the expiry of their permitted stay.

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

### 16. YOUR STATUS WHILE YOUR APPLICATION IS BEING CONSIDERED

If you and any dependants apply before the end of your permitted stay in the UK, your/their existing immigration status, including any permission to work, will continue until your/their application(s) is/ are decided.

### 17. CONTACTING US AFTER YOU HAVE APPLIED

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

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

#### UK Visas & Immigration

Initial Consideration Unit -

FLR(O) Lunar House

40 Wellesley Road

Croydon

CR9 2BY

and give the following details in your letter:

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

If you need your passport because you have to travel urgently and unexpectedly, use the return

of documents request form at [www.gov.uk/visa-documents-returned](http://www.gov.uk/visa-documents-returned).

Your application will be treated as withdrawn if your passport is returned for travel abroad before we are able to decide the application.

## 18. OBTAINING APPLICATION FORMS

You can obtain application forms, the accompanying guidance notes and the UK Visas & Immigration photograph guidance from our website at: [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

## 19. OTHER ENQUIRIES

For enquiries other than obtaining an application form, consult our website [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

We also have the following freephone textphone number: **0800 38 98 28 9**.

## 20. CHOOSING AN IMMIGRATION ADVISER

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

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

### Office of the Immigration Services Commissioner (OISC)

5th Floor

21 Bloomsbury Street

London

WC1B 3HF

Telephone: **0345 000 0046**

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

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

Legal Ombudsman

PO Box 6806,

Wolverhampton,

WV1 9WJ

Telephone: 0300 555 0333

## 21. COMPLAINTS ABOUT OUR SERVICE

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

## 22. DATA PROTECTION NOTICE

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

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

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

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

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

Legal Ombudsman

PO Box 6806,

Wolverhampton,

WV1 9WJ

Telephone: 0300 555 0333

## 23. BIOMETRIC RESIDENCE PERMITS

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

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