



Home Office

GUIDE MN1

Registration as a British citizen—
A guide about the registration of
children under 18

January 2017

Contents

CHAPTER 1: INTRODUCTION TO THE GUIDE	4
Who is included in this guide and who is not included	4
Avenues to citizenship through entitlement and discretion.....	4
Becoming a British citizen	5
What happens to the child’s present citizenship?	6
CHAPTER 2: WHO QUALIFIES FOR REGISTRATION?.....	6
Automatic acquisition of British citizenship.....	6
British citizenship otherwise than by descent	6
British citizenship by descent	7
Children of EEA nationals	8
Entitlement to registration as a British citizen	8
Children born in the UK – Section 1(3) and 1(3A) application.....	8
Children born abroad to British parents – Section 3(2) or section 3(5).....	10
application.	10
Section 3(2)	10
Section 3(5)	11
Children born abroad to a parent serving as a member of the UK armed forces –	12
Section 4D application.....	12
Children whose parents were not married – sections 4F and 3(1).....	12
Paternity.....	13
Registration at the Home Secretary’s discretion – Section 3(1) application	14
Children born abroad to parents who are applying for British citizenship	14
Children whose parent or grandfather is/was in designated or Community institution service.....	14
Children adopted abroad by British citizen parents	14
Children born to a parent who had renounced and subsequently resumed	15
British citizenship.....	15
Any other child born to British or non-British parents	16
CHAPTER 3: HOW TO FILL IN THE APPLICATION FORM	16
SECTION 1: PERSONAL INFORMATION.....	17
OISC and Immigration Advice	19
SECTION 2: RESIDENCE	20

SECTION 3: PARENTS' RESIDENCE IN THE UNITED KINGDOM OR THE BRITISH OVERSEAS TERRITORIES.....	20
SECTION 4: GOOD CHARACTER	21
Notes regarding types of conviction or caution:.....	22
What if there is no conviction but the child's character may be in doubt?.....	24
SECTION 5: REFEREES AND IDENTITY	26
SECTION 6: BIOMETRIC ENROLMENT	28
SECTION 7: CONSENT TO THE APPLICATION.....	28
SECTION 8: DECLARATION	29
CHAPTER 4: WHAT YOU WILL NEED TO SEND WITH THE FORM	29
ALL APPLICATIONS FOR REGISTRATION OF A CHILD AS A BRITISH CITIZEN.....	29
FOR CHILDREN LIVING IN THE UK.....	31
CHAPTER 5: WHERE TO SEND THE APPLICATION FORM	31
CHAPTER 6: WHAT HAPPENS NEXT?	32
WHAT YOU CAN EXPECT FROM US	32
WAITING TIMES	33
WHAT WE EXPECT FROM YOU.....	34
CHAPTER 7: CITIZENSHIP CEREMONIES	34
What the child will have to do	34
Will the child understand the ceremony?.....	34
Chapter 8: IF YOUR APPLICATION IS SUCCESSFUL	35
RETURNING YOUR BIOMETRIC RESIDENCE PERMIT (BRP).....	35
DEPRIVATION OF CITIZENSHIP	35
COMMENTS	36

CHAPTER 1: INTRODUCTION TO THE GUIDE

Who is included in this guide and who is not included

This guide assists children who have not yet reached the age of majority (age 18) to become British citizens under the following sections of the British Nationality Act 1981. Once a child reaches age 18 they will have to apply to naturalise using form and guide AN.

- section 1(3) birth in the UK to parents who are now settled in the UK or have become British citizens
- section 1(3A) birth in the UK to parents who have joined the armed forces
- section 3(1) child whose parents are applying for British citizenship
- section 3(2) birth abroad to parents who are British by descent and have lived in the UK or a British overseas territory
- section 3(5) birth abroad to parents who are British by descent but are now living in the UK or a British overseas territory
- section 3(1) children adopted abroad by British citizen parents
- section 3(1) children whose parents had renounced and subsequently resumed British citizenship
- section 3(1) any other case not listed below where it is considered to be in the child's best interests to be granted British citizenship
- section 4D birth abroad to parents serving in the armed forces

It does not cover

- British overseas territories citizenship – see guide MN2
- British overseas citizenship – see guide MN3
- British subjects – see guide MN4
- Children born outside the UK who are, and always have been stateless (have no citizenship) see – guide S2
- Children born in the UK who are, and always have been stateless (have no citizenship) see – guide S3
- Children born in the UK who have lived there for at least the first 10 years of their life – British Nationality Act 1981, section 1(4) – see guide T
- Children born on or after 4 February 1997 in Hong Kong – see guide EM
- Children from Gibraltar – see guide G
- Children born before 1 July 2006 who would have become British citizens automatically if their parents had been married – see guide UKF

Avenues to citizenship through entitlement and discretion

Children applying for British citizenship through their parents, guardians, carers, or on their own behalf have a number of avenues open to them.

- Some of these avenues allow them a right under British nationality law to apply and be registered as British citizens. These are entitlements.

- Other avenues are open to children only as the Home Secretary thinks fit. In these cases applications must demonstrate to the Home Secretary where the child meets existing criteria, where the Home Secretary has already said that they will allow children to be registered as British. Or, failing this, they should demonstrate that it would be right for the Home Secretary exceptionally to allow a child to be registered as a British citizen because of the compelling nature of the child's circumstances. These are at the Home Secretary's discretion. Further details about discretion are available in later in this guide.

The words "entitlement" and "discretion" will be used throughout this guide to describe the different avenues.

A parent applying for British citizenship at the same time as their child should consider the possibility that the child may be found to be eligible for registration but that their own application falls for refusal. Section 7 of the application form invites the parent to confirm that, in this event, the child should still be registered as a British citizen. If the relevant box is not ticked, the child's application will be treated as having been withdrawn at the point when the parent's application is refused. No refund will be given.

Becoming a British citizen

The contents and the information in Chapter 2 of this guide says what section of the British Nationality Act 1981 the application might be made under. It will be helpful to us in processing the application and to you in understanding the requirements and what needs to go in the application form if you write in the box provided at the beginning of the application form which section you think applies to the child on whose behalf you are applying.

Becoming a British citizen is a significant life event. Apart from allowing a child to apply for a British citizen passport, British citizenship gives them the opportunity to participate more fully in the life of their local community as they grow up.

For the application to succeed, you will need to show that the child satisfies any requirements that are set out in British nationality law. Or, if the application is at the discretion of the Home Secretary, you will need to show that it satisfies the agreed criteria which is available for viewing on the Gov.uk website. If the child does not satisfy legal requirements and agreed policy you will need to demonstrate why it would be right for the Home Secretary to grant the child British citizenship. This guide aims to help you to make a successful application. It tells you what information to put into each section of the application form and which documents you need to supply.

Chapter 2 of this guide summarises the legal requirements for applying for registration. There may be some discretion where a child is unable to fully satisfy certain requirements. The way that the Home Secretary exercises this discretion is described in the nationality staff instructions which may be accessed on our [website](#).

It is important that you take care in completing the form and in making sure that you satisfy the requirements for registration. You also need to make sure that you have paid the correct fee (see the fees leaflet). If you pay by cheque you must ensure

that you have sufficient funds available. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque must therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. We will also accept credit/debit card payment. Cash, transcash or postal orders cannot be accepted. If you do not pay the correct fee your application will not be accepted.

What happens to the child's present citizenship?

Before continuing with your application, you must understand that under the nationality laws of some countries a person will automatically lose their nationality if they become a citizen of another country. If you have any questions about this, you should ask the authorities of the country of which the child is a citizen through the Embassy or High Commission before making your application. If the country of which the child is currently a citizen continues to recognise them as one of its citizens they may continue to be subject to the duties of citizens of that country when they are in its territory. This may include obligations to undergo military service.

The law covering registration is contained in the British Nationality Act 1981 and the regulations made under it. This guide is intended to help you to apply. It is not a statement about the law or policy. Other information about citizenship and immigration is available on the gov.uk [website](#).

CHAPTER 2: WHO QUALIFIES FOR REGISTRATION?

Children must be under 18 years old when the application is made. Once they reach the age of 18 they must apply for British citizenship as adults, either by registration where they have an entitlement, or by naturalisation. The date of application is the date it is received by the Home Office or the receiving authority; see "[Where to send the application form](#)" in this guide for details. If the child is aged 10 or over they must be of good character.

Automatic acquisition of British citizenship

Children who have automatically acquired British citizenship do not need to be registered. There are two ways a child can automatically be a British citizen without needing to register.

British citizenship otherwise than by descent

A child born in the UK to parents one or both of whom are

- British citizens, or
- are settled in the UK at the time the child is born, or
- members of the UK armed forces

is automatically a British citizen otherwise than by descent and does not need to be registered. A child born in a British overseas territory after 21 May 2002 will also be a British citizen if, at the time of the birth, either parent is a British citizen, or settled in the United Kingdom, or settled in that particular territory, or is a member of the UK armed forces.

A child who is adopted in the UK and one or both adoptive parents are British citizens will also automatically be a British citizen otherwise than by descent on adoption and does not need to be registered. A child adopted under the 1993 Hague Convention on Intercountry Adoption may be regarded as a British citizen otherwise than by descent on production of

- the Convention adoption certificate issued on or after 1 June 2003
- evidence that, on the date of the adoption, the adopter or, in the case of a joint adoption, one of the adopters was a British citizen
- evidence that, on the date of the adoption, the adopter or, in the case of a joint adoption, both of the adopters were habitually resident in the United Kingdom or in a territory designated for this purpose.

To be settled, the parent(s) must be free from immigration conditions. Children born in the UK to the following will not automatically become British citizens:

- diplomatic staff of foreign missions who have diplomatic immunity
- members of the armed forces of another country based in or visiting the UK
- in the event of war, children of an enemy alien who is part of an occupying force
- parents who are/were in breach of immigration laws. This may apply to parents who are claiming asylum even if they have been given temporary admission. This applies particularly where asylum seekers entered the UK illegally.

British citizenship by descent

British citizenship may descend to one generation born abroad. So a child born abroad to a parent who is British otherwise than by descent will automatically be British by descent.

The exception is

- a child born before 1 July 2006 to a British father and non-British mother who were not married. The child will be able to apply for registration under section 4G using [form UKF](#).

Children born to parents who are British by descent have no automatic claim to British citizenship. Applications may be made through entitlement under section 3(2) or section 3(5) if children satisfy the requirements for registration. Or they may apply at the Home Secretary's discretion under section 3(1) if there are compelling or exceptional reasons for registering a child as British. The exception to this broad rule

is where a child is born abroad to one or more parents who are in Crown service or service designated for this purpose or Community institution service. In this case, the child will be a British citizen otherwise than by descent. To qualify, the parent must have been recruited in the UK and have been sent to serve abroad. Designated service is agreed by Parliament. A [list of designated service](#) is available on our website.

Someone who is a British citizen by descent cannot change their citizenship by applying to be registered or naturalised as a British citizen otherwise than by descent.

Children of EEA nationals

Some children born in the United Kingdom to EEA and Swiss nationals will be British citizens automatically. However, changes in the law mean that different rules apply depending on when a child was born.

- A child born in the United Kingdom before 2/10/2000 to an EEA national parent will be a British citizen if the parent was exercising EC Treaty rights at the time of birth.
- A child born in the United Kingdom between 2/10/2000 and 30 April 2006 to an EEA national parent will only be a British citizen if the parent had indefinite leave to remain in the UK at the time of the birth. (This does not apply to EEA nationals with an unconditional right of residence, such as retired people or someone who is unable to work because of incapacity).
- A child born in the United Kingdom to an EEA national after 30 April 2006 will be a British citizen if their parent had been in the United Kingdom exercising EC Treaty rights in accordance with the Immigration (European Economic Area) Regulations 2006 for more than 5 years or has indefinite leave to remain.

The child of an EEA national who did not become a British citizen at birth may now have an entitlement to be registered as a British citizen under section 1(3), if the parent has since become “settled” here. The parent will have become “settled” if:

- he or she has been granted indefinite leave in the United Kingdom, or
- he or she has been exercising EEA free movement rights in the United Kingdom for a continuous period of 5 years ending on or after 30 April 2006.

For further information about EEA nationals and EEA free movement rights can be found on our [website](#).

Entitlement to registration as a British citizen

Children born in the UK – Section 1(3) and 1(3A) application

Section 1(3) - A child born in the UK whose parents are not British citizens and were not settled in the UK will have an entitlement to register when one of their

parents become settled in the UK or become British citizens.

Section 1(3A) - A child born in the UK on or after 13 January 2010 whose parents are not born British citizens and were not settled in the UK will have an entitlement to register if either parent becomes a member of the UK armed forces.

If a child lives in the United Kingdom for the first 10 years of their life, an application can be made under section 1(4). A form T should be used for this purpose. A child born in the United Kingdom who is and has always been stateless may also qualify on the basis of a period of 5 years residence. Form S3 should be used for this purpose. Alternatively, a child born in the UK whose parents are not settled in the UK and are not applying for settlement of British citizenship may be registered at the discretion of the Home Secretary.

Children born abroad to British parents – Section 3(2) or section 3(5) application.

This category applies to children who:

- were born outside the United Kingdom
- if born after 21 May 2002, were born outside any of the British overseas territories (listed below) and
- in either case, were born to parents who are British citizens by descent (see “Automatic acquisition of British citizenship” in this guide).

The United Kingdom means England, Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man.

For the purposes of this guide, and form MN1, the British overseas territories are:

- Anguilla
- Bermuda
- British Antarctic Territory
- British Indian Ocean Territory
- Cayman Islands
- Falkland Islands
- Gibraltar
- Montserrat
- Pitcairn, Henderson, Ducie & Oeno Islands
- St Helena, Ascension and Tristan da Cunha
- South Georgia and the South Sandwich Islands (except from 3 October 1985 until 4 December 2001)
- Turks and Caicos Islands
- Virgin Islands

Children coming under this category have an entitlement to register provided they can satisfy the requirements under either section 3(2) or section 3(5).

Section 3(2)

To qualify under this section, the parent who is British by descent must have been born to a parent who was a British citizen otherwise than by descent (or if that person died, then they would have been a British citizen otherwise than by descent but for their death).

The British citizen by descent parent must have lived in the UK (or, if the child was born on or after 21 May 2002, in a British overseas territory) for a continuous period of 3 years at any time before the child’s birth. During that period they should not have absences exceeding 270 days. The application must be made whilst the child is under 18 years of age.

The 3 year residence requirement for the parent does not need to be met if the child is stateless.

An example of a child who qualifies under section 3(2) is as follows:

- The child's maternal grandfather was born in the United Kingdom in 1949.
- The child's mother was born in France in 1970 (and is a British citizen by descent). She lived in the United Kingdom from September 1989 to September 1992 (and was not outside the United Kingdom for more than 270 days during that time).
- The child, born in France in 2009, is not a British citizen but can be registered under section 3(2)

It is important to note that a child registered under this section will be a British citizen by descent and unable to pass British citizenship automatically by descent to any of their children born abroad.

A child registered under section 3(5) (see below) will be a British citizen otherwise than by descent: any of their children born abroad will be British by descent. If the family are living abroad, parents will need to decide whether to apply under this section. Or, if there is a possibility that they may return to live in the UK or a British overseas territory before the child reaches age 15, whether to wait and apply under section 3(5). You should indicate that you are aware of this by ticking section 3.16 of the Form MN1.

Section 3(5)

To qualify under this section the child and their mother and father should have lived in the UK (or British overseas territory if born after 21 May 2002) for a 3 year period ending with the date the application is received. And the child and their parents should be physically present in the UK or a British overseas territory at the start of that period.

The child and their parents must not have been absent from the UK (or the British overseas territories if appropriate) for more than 270 days during the 3 year residential period. There is no discretion to disregard absences greater than 270 days.

If the parents' marriage or civil partnership has ended or they are legally separated then only the child and one parent has to satisfy the residence requirement.

Both parents must consent to the child being registered as a British citizen. If one of the parents has died then only the consent of the surviving parent is required.

A child registered under this section will be a British citizen otherwise than by descent.

Children born abroad to a parent serving as a member of the UK armed forces – Section 4D application

A child will come within this category if:

- the child was born on or after 13 January 2010
- the child was born outside the UK and the territories listed in this guide
- both parents consent to the child being registered as a British citizen. (If one of the parents has died, then only the consent of the surviving parent is required)

For the purpose of this guide, and application form MN1, “member of the armed forces” means either:

- a member of the regular forces within the meaning of the Armed Forces Act 2006
- a member of the reserve forces within the meaning of the 2006 Act subject to service law by virtue of section 367(2)(a)-(c) of that Act.

However, a person is not regarded as being a “member of the armed forces” if, for example, they are:

- a member of the forces raised in a British overseas territory who is serving, or undergoing training, with the UK armed forces
- a member of another country’s armed forces who is attached to the UK armed forces (such as part of a coalition force)

Children whose parents were not married – sections 4F and 3(1)

Children born before 1 July 2006 whose parents were not married could only acquire British citizenship through their mothers. They could not benefit from their father’s British citizenship unless their parents married at a later date and the birth was “legitimated”.

Children born to a British citizen father on or after 1 July 2006 may acquire citizenship from him even if the parents were not married to each other, and will be a British citizen from birth automatically provided there is satisfactory evidence of paternity.

From 6 April 2009 the definition of a “father” for nationality purposes was extended to include female second parents under sections 42 or 43 of the [Human Fertilisation and Embryology Act 2008](#).

The following provisions are for children born before 1 July 2006 whose parents were not married:

- a child born before 1 July 2006 who would have become British automatically had their parents been married can apply for registration under section 4G – see [Guide UKF](#).
- a child born before 1 July 2006 who could now meet the requirements for section 1(3), 3(2) or section 3(5) had their parents been married can apply under

- section 4F, using Form MN1.
- a child born before 1 July 2006 to unmarried parents who would have had an automatic claim to citizenship, or an entitlement to registration under one of the above sections, had their parents been married, can apply for registration under section 3(1) which is at the Home Secretary's discretion.

If you wish to apply under section 4F you should check to see if the child would meet the requirements for section 1(3), 3(2) or 3(5) if the parents were married. These requirements are set out pages 7 to 9.

We may normally register a child, born before 1 July 2006, whose British citizen father was not married to their mother, under section 3(1) if:

- We are satisfied about the paternity of the child
- We have the consent of all those with parental responsibility
- If the child's parents had been married, we would normally have registered under section 3(1)
- There is no reason to refuse on character grounds

Where a child's mother is married at the time of the birth, her husband (and no other man) is regarded as the father of any child born to her on or after 1 July 2006.

However, cases may arise where there is compelling evidence that someone other than the husband is the child's natural father. In such cases, where the child would have had a claim to citizenship or entitlement to registration if the mother had been married to the natural father, we will normally register the child under section 3(1) if the above criteria relating to paternity and consent are met.

Paternity

Where the mother was not married at the time of a child's birth and no provision is made through surrogacy arrangements or the female second parent provisions of the HFE Act 2008 as to the identity of the father, the "father" will be any person who is shown to be such by either:

- a birth certificate, issued within one year of the birth, naming the child's father, where the birth was registered before 10 September 2015
- any other evidence, such as DNA test reports, court orders or birth certificates, the Home Secretary considers to be relevant to the issue of paternity and to constitute sufficient proof.

Registration at the Home Secretary's discretion – Section 3(1) application

Children born abroad to parents who are applying for British citizenship

Where one or both parents are applying for British citizenship they may apply for one or more children who are not automatically British at birth (see [“Automatic acquisition of British citizenship”](#) above) to be registered as British citizens as part of a “family application”. Children in this category will be considered at the Home Secretary's discretion and will usually be registered only if both the parents are granted or already hold British citizenship, or if one parent holds British citizenship and the other is settled in the UK.

Children whose parent or grandfather is/was in designated or Community institution service.

There are some instances where a child's parent or grandfather is or was in service which became Community institution or designated service after the child's birth. This means that the child did not acquire citizenship automatically, whereas any children born after the designation or admission of the service would. In view of this, we would normally register if either:

- the child was born before the date of designation/admission
- the child's parent became (or would but for their death have become) a British citizen otherwise than by descent on the date of designation as a result of the grandfather's service
- the child's parent is a British citizen by descent and was in designated service on the date of application, and in the same service at the time of the birth

and

- the normal section 3(1) criteria relating to consent and good character are met.

Children adopted abroad by British citizen parents

Applications for registration of children adopted either:

- under the terms of the Hague Convention on Intercountry Adoptions
- before 3 January 2014 in territories designated under the Adoption (Designation of Overseas Adoptions) Order 1973

- after 3 January 2014 in territories listed in the Adoption (Recognition of Overseas Adoptions) Order 2013 or the Adoption (Recognition of Overseas Adoptions) (Scotland) Regulations 2013 and the Adoption (Recognition of Overseas Adoptions) (Scotland) Amendment Regulations 2013

will be considered at the Home Secretary's discretion if:

- at least one of the adoptive parents is a British citizen otherwise than by descent (see page 6)
- if necessary, both adoptive parents have signified their consent to the registration
- there is no reason to refuse on character grounds
- we are satisfied that all relevant adoption laws have been adhered to. This includes the laws of the country in which the adoption has taken place, the country of origin of the child and the country in which the adoptive parents are habitually resident
- we are satisfied the adoption is not one of convenience arranged to facilitate the child's admission to the United Kingdom.

If some or all of the criteria set out above are not met, the application will be considered on its merits and the child registered if registration is demonstrably in the child's best interest. Even where the criteria above are met, there may be reasons why the child should not be registered, such as the existence of serious doubts about an adoptive parent's character or suitability to adopt a child, or irregularities in the adoption procedure.

You must supply the evidence listed in the section "[Child adopted by a British citizen](#)" of this guide.

The full list of countries recognised for Overseas Adoptions can be found at www.legislation.gov.uk/ukxi/2013/1801/schedule/made.

Applications for registration of children who were adopted abroad in other circumstances will normally be refused. However, all applications will be considered on their merits and the child may be registered as a British citizen if it is demonstrably in the child's best interest. In such cases we would expect confirmation that nothing adverse is known about the child or the parents.

Children born to a parent who had renounced and subsequently resumed

British citizenship

A child will come within this category if

- the mother or father has renounced and subsequently resumed British citizenship
- that parent became a British citizen otherwise than by descent on resumption
- the child was born before the date of resumption
- both parents give their consent to registration (unless good reasons are provided).

Any other child born to British or non-British parents

It is not possible to cover all circumstances under which the Home Secretary might exercise discretion in circumstances not already described in this guide. However, in considering any application not specifically covered above consideration will be given to:

- the child's connections with the UK – we would expect the child to be free of any restrictions on their stay in the UK
- where the child's future is likely to lie
- the parents' views
- the parents' nationality and immigration status – we expect either both parents to be British citizens or one parent a British citizen and the other parent settled in the UK
- whether the child is of good character
- the length of time the child has lived in the UK – we expect at least 2 years residence (particularly if the child is over the age of 13)
- any compelling circumstances

The way that discretion may be exercised is described in the [Nationality Staff Instructions](#) available for viewing on the Gov.uk website. These guidance documents used by trained nationality caseworkers and do not constitute a definitive set of criteria for registration. They must be taken as a whole. The fact that children may satisfy certain criteria does not mean they will be registered if there are other criteria that they do not satisfy.

CHAPTER 3: HOW TO FILL IN THE APPLICATION FORM

You must ensure that the child's name, date of birth, and the place and country where they were born are clearly written in BLOCK LETTERS, in black ink. These details will be shown on their certificate. Any mistake you make is likely to end up on their certificate and may cause difficulties and delay in obtaining a British passport.

Make sure that all the information is correct before you submit an application. It is a criminal offence to give false information knowingly or recklessly. You may, if you wish, receive help completing the application form.

You may use the services of an agent such as a solicitor or other competent adviser. For more information about competent advisers, see the section headed ["OISC and Immigration Advice"](#) in this guide.

You may also apply using the Nationality Checking Service. This is a partnership with local authorities, which has been introduced by a number of local authorities in the United Kingdom. The Nationality Checking Service enables people wanting to apply for British citizenship to make their application in person at their local Register Office. In return for a small fee, local authority officers will help applicants to complete their

application forms and check that the correct fee has been paid. They will also copy valuable documents and certify them as true copies, before returning the originals to you in person.

Local authorities provide the Nationality Checking Service at the point of application only, and will not act as agents while the application is being considered. Local authorities are, like other competent advisers, registered with the Office of the Immigration Services Commissioner.

To check whether the Nationality Checking Service is available near you refer to our [website](#). You may use any local authority offering Nationality Checking Service not just the one where you live.

However, applying for registration is a straightforward process which does not require the use of specialist agencies. You should be capable of applying successfully by following the guidance provided in this guide and ensuring that the child is able to satisfy the requirements.

Information you give will be treated in confidence, but may be disclosed to other bodies, for example, other Government Departments, the Security Service and other agencies, local authorities and the police, where it is necessary for immigration or nationality purposes or to enable these bodies to carry out their functions. We may also consult some of these organisations with the information when we carry out enquiries concerning your application.

Now turn to Section 1 of the application form.

SECTION 1: PERSONAL INFORMATION

Refer to Chapter 2 of the Guide.

- 1.1 Indicate which section of the British Nationality Act 1981 applies.
- 1.2 Enter the father or mother's reference for any previous immigration applications, if they have one, or the child's reference if they have one. This usually consists of a letter followed by up to seven numbers for example, S1003752. It can be found on any previous correspondence you may have had with the Immigration and Nationality Directorate or Border and Immigration Agency, UK Border Agency or UK Visas and Immigration.
- 1.3 Enter the date the child was given indefinite leave to enter/remain in the UK. If the parent is an EEA or Swiss national or a family member of an EEA or Swiss national you must make sure that they qualify for settled status.
- 1.4 Tick the box appropriate to the child's title or write in their title if it is different. Royal titles should not be used.

1.5 Enter the child's surname or family name as you want it to appear on their certificate.

1.6 Enter their other names as you want them to appear on their certificate.

For example if the child's name is Taher Mohamed Hashim Al Hassan, and they are known as Master Al Hassan then put Al Hassan in section 1.5 and Taher Mohamed Hashim in section 1.6.

If the names shown in section 1.5 and 1.6 are different from the names shown in the child's passport or they are spelt differently then explain why on page 31 of the application form.

We are unable to print certificates containing accents/special characters

1.7 and 1.8 If the child is or has been known by any other names apart from those given in sections 1.5 and 1.6, say what the other names are/were, when the child was known or started to be known by these names and why. The child's name at birth must be given on the application form, for identity purposes, but may be omitted from the certificate of registration if there is a special reason for requesting this – for example children who were adopted or who are no longer living in the gender they were considered to have at the time of their birth.

The name, place and date of birth must be the same as on the child's passport, travel document or Biometric Residence Permit. They will appear on the certificate of registration and can be changed only in the most exceptional circumstances.

If the child's name has changed and he or she wishes to be registered in that name, you should change the name on the child's other passport, travel documents and national identity card to reflect that name before sending us the application. HM Passport Office will not normally issue a passport in a name that is different to any other identity documents that held. This is to avoid a person having official documents in more than one identity.

1.9 Enter the child's present nationality. If an application is being made on the basis that the child is stateless (they do not have the nationality of any country), an application should be made on form S2 or S3.

1.10 Enter the child's UK National Insurance number if they have one.

1.11 – 1.13 Enter the child's date of birth, the village, town or city where they were born, and the country where they were born. Take care over these entries as they will appear on the certificate of registration. If they are different from the details shown in their passport/birth certificate you must explain why on page 31 of the application form.

Place and country of birth names shown on the certificate will be names in current acceptable use (and will be in English where an English version exists).

1.14 Indicate the child's sex by ticking the appropriate box.

- 1.15 Indicate marital/civil partnership status by ticking the appropriate box.
- 1.16 Enter the child's present address and ensure that you give the postcode. We need this to arrange a citizenship ceremony if the child attains the age of 18 before the application has been decided. If the postcode is not given it may cause delay.
- 1.17 – 1.19 If someone is acting on your behalf such as a solicitor or you are making the application through a consulate, you should provide their details so that we can contact them. Unless you are being represented by a private individual, it is the agent's business name, telephone number etc which should be put here.

OISC and Immigration Advice

Immigration or nationality advisers acting in the course of business (whether paid or unpaid) are regulated by the Office of the Immigration Services Commissioner (OISC), an independent body. The provision of such advice is prohibited unless a person works for an organisation registered with, or exempted by, the OISC or is authorised to practise (like solicitors and barristers) by a designated professional body.

Certain categories (such as public health bodies) are exempted from the regulatory scheme by Ministerial Order. It is a criminal offence to provide advice or services in contravention of the regulatory scheme.

A full list of OISC regulated advisers is available at www.oisc.gov.uk

- 1.20 If the application is approved, and the child has reached the age of 18 and needs to take part in a citizenship ceremony, the venue will normally be within a local authority area near where the child lives. If you want the ceremony in another area you should enter the name and address of that local authority office including the postcode.
- 1.21 – 1.39 The child might already be a British citizen without you realising it. To decide whether they already have British citizenship by descent we need details about their parents. This information is also needed for certain types of application.
- 1.40 If the child's mother was married at the time of the child's birth, you must provide details of her husband. This is because, in British nationality law, the mother's husband is usually treated as the child's father.
- 1.41 – 1.48 If the child is married or in civil partnership, or lives with someone as if they were a husband, wife or civil partner, we need the details of that person to help us make some enquiries. If the child's partner is not a British citizen and would like to apply, they will need to make their own application on a separate form.

SECTION 2: RESIDENCE

Provide details of the child's residence in the UK or the British overseas Territories. A [list of British overseas territories](#) is available earlier in this guide.

- 2.1 For an application for a child who was born abroad and who is now living in the UK or a British overseas territory, say when they first arrived.
- 2.2 Provide all the child's home addresses in the UK or the British overseas territory for the last 5 years. If the child has lived in the UK for less than 5 years, provide all addresses since entry.
- 2.3 Fill in this table showing the periods the child has been abroad during the 3 years residence in the UK or British overseas territory if appropriate ignoring the day they left and arrived back in the United Kingdom/territory. If there is not enough room for all the absences then continue on page 31. Add up the total and write it in the space indicated.

If the application is made under section 3(5), you must also check that the child was physically present in the United Kingdom or a qualifying territory 3 years before the date that the application will be received by the UK Visas and Immigration or other receiving authority (see "Where to send the application form"). If this requirement is not met then an application under section 3(5) is unlikely to be successful.

To satisfy the residence requirement under section 3(5) the child should not have been absent for more than 270 days in the 3 year period.

- 2.4 State where the child will live if they are registered as a British citizen.

SECTION 3: PARENTS' RESIDENCE IN THE UNITED KINGDOM OR THE BRITISH OVERSEAS TERRITORIES

If the application is for a child born abroad, to parents who are British citizens by descent under section 3(2) or 3(5) you must complete this section, otherwise go straight to [Section 4: Good Character](#).

- 3.1 – 3.2 You need identify only one parent with British citizenship by descent on which to base an application under section 3(2) or 3(5). For a section 3(2) application this parent's mother or father must have held British citizenship otherwise than by descent, or if they are dead would have held British citizenship otherwise than by descent but for their death.
- 3.3 Fill in this table showing the periods the parent was away from the United Kingdom or British overseas territory during the 3 year residence period ignoring the day they left and the day they arrived back in the United Kingdom/territory. If there is not enough room for all the absences then continue on page 31. Add up the total and write it in the space indicated.
- 3.4 – 3.5 For applications under section 3(5), we also need information about the child's other parent's residence in the United Kingdom. However, we may not need that information if:
 - the child was born before 1 July 2006 to unmarried parents and the child's mother is the British parent
 - one of the parents died before the child was born

- the parents were divorced or legally separated before the child was born

3.6 – 3.12 For a section 3(2) application we require information about the child's grandparent who is a British citizen otherwise than by descent.

3.13 – 3.14 If the child was born in the United Kingdom and one of the parents was an EEA national or Swiss national, this information is needed to establish whether the child may be a British citizen already or has a right to registration under section 1(3).

If the child is aged 10 or over, turn to section 4 regarding the character requirement. Otherwise go straight to section 5.

SECTION 4: GOOD CHARACTER

To be of good character a person should show respect for the rights and freedoms of the United Kingdom, observe its laws and fulfil their rights and duties as a resident of the United Kingdom. Checks will be made on children aged 10 years and over to ensure that this requirement is met.

If you are not honest about the information you provide and the child is registered on the basis of incorrect or fraudulent information they will be liable to have British citizenship taken away (deprivation) and you may be prosecuted. It is a criminal offence to make a false declaration knowing that it is untrue.

Among the duties and obligations which the child is expected to fulfil are payment of income tax and National Insurance contributions, if employed. We may ask H.M. Revenue & Customs for confirmation that tax and National Insurance affairs are in order. When you sign the application form you will be giving your consent for us to approach them.

4.1 – 4.4. If a child is liable for income tax but does not pay through PAYE you must demonstrate that their obligations towards the H.M. Revenue & Customs have been discharged by attaching a Self Assessment Statement of Account.

4.5 – 4.6 You must give details of all criminal convictions given to the child both within and outside the United Kingdom. These include road traffic offences. Fixed penalty notices (such as speeding or parking tickets) must be disclosed, although will not normally be taken in to account unless:

- they have failed to pay and there were criminal proceedings as a result; or
- they have received numerous fixed penalty notices.

Drink driving offences must be declared. If the child has any endorsements on their driving licence you must provide the paper counterpart.

A driving conviction may not yet be disregarded despite any penalty points being removed from the driving licence.

Criminal record checks will be carried out in all cases on minors 10 years and over.

If the child has a conviction within the relevant sentence based threshold they are unlikely to be registered and the fee would not be refunded. Similarly if the child has been charged with a criminal offence and are awaiting trial or sentencing, you are advised not to make any application for the child’s registration until the outcome is known. If the child is convicted, you should then consult the table below.

Sentence	Impact
4 years’ or more imprisonment	Application will normally be refused, regardless of when the conviction occurred.
Between 12 months’ and 4 years’ imprisonment	Application will normally be refused unless 15 years have passed since the end of the sentence.
Up to 12 months’ imprisonment	Application will normally be refused unless 10 years have passed since the end of the sentence.
A non-custodial offence or other out of court disposal that is recorded on a person’s criminal record.	Application will normally be refused if the conviction occurred in the last 3 years.

Notes regarding types of conviction or caution:

A person who receives a sentence of life imprisonment is included in the ‘4 years or more imprisonment’ category (line 1).

A person who receives a custodial sentence of exactly 4 years is included in the ‘4 years or more imprisonment’ category (line 1).

A person who receives a custodial sentence of exactly 12 months or exactly 1 year is included in the ‘Between 12 months and 4 years imprisonment’ category (line 2).

The “end of the sentence” means the entire sentence imposed, not just the time the person spent in prison. For example, a person sentenced to 3 years’ imprisonment on 1/1/2013 will normally be refused citizenship until 1/1/2031 – the 15 year ‘bar’ added to the 3 year sentence.

A “non-custodial offence or other out of court disposal that is recorded on a person’s criminal record” (line 4) includes Fines, Cautions, Warnings and Reprimands, Community Sentences, Civil Orders, Hospital Orders & Restriction Orders and Potential Court Orders.

A person who is subject of an extant Deportation Order will be refused citizenship regardless of when they apply.

Some extremely short periods of imprisonment may not be included in the 'up to 12 months imprisonment' category (line 3). This will depend on whether the person was convicted & sentenced or simply committed to prison. The latter is not a sentence and the vast majority of those detained for one day – for example, under s135 of the Magistrates' Courts Act 1980 – will have been committed by the court and not sentenced. The decision maker will instead treat this as a "non-custodial offence or other out of court disposal that is recorded on a person's criminal record" (line 4).

A suspended prison sentence will be treated as a "non-custodial offence or other out of court disposal that is recorded on a person's criminal record" (line 4).

The exception is where that sentence is subsequently 'activated'. This means that the person re-offended or failed to adhere to/breached the conditions of that sentence. Where this happens, the sentence length will be the one originally imposed.

Example 1: a person is sentenced to 6 months' imprisonment, suspended for two years. If they 'activate' this, the sentence should be 6 months and fall into the 'up to 12 months' imprisonment' category above (line 3).

Example 2: a person is sentenced to 12 months' imprisonment, suspended for two years. If they 'activate' this, the sentence should be 12 months and fall into the 'Between 12 months and 4 years' imprisonment' category above (line 2).

Sentences imposed overseas will normally be treated as if they occurred in the UK.

For concurrent sentences, the decision maker will take the longest single sentence imposed. For example, a sentence of 9 months' imprisonment served concurrently with a sentence of 6 months' imprisonment will be treated the same as one 9 month sentence.

For consecutive sentences, the decision maker will add together the total of all the sentences imposed. For example, a sentence of 9 months' imprisonment served consecutively with a sentence of 6 months' imprisonment will be treated the same as one 15- month sentence.

You are also advised to refer to the good character policy guidance which caseworkers use to decide your application. This is available at:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/385792/Chapter_18_Annex_D_v02_141210_web_version.pdf

We may disregard a single non-custodial sentence, providing it did not occur in the last 12 months, if there are strong countervailing factors which suggest the child is of good character in all other regards and the decision to refuse would be disproportionate. Offences involving dishonesty (such as theft), violence or sexual offences or drugs would not be disregarded. Drink-driving offences, driving while uninsured or disqualified or driving whilst using a mobile phone would not be

disregarded either.

4.7 – 4.8 You must give details of all civil judgments which have resulted in a court order being made against the child as well as any civil penalties under the UK Immigration Acts. If the child has been declared bankrupt at any time you must give details of the bankruptcy proceedings. The application is unlikely to succeed if the child is an undischarged bankrupt.

You do not need to give details of family law proceedings such as divorce decrees, dissolved civil partnerships, guardianship orders, parental responsibility orders.

4.9 – 4.10 You must give details of any cautions (simple or conditional), warnings or reprimands the child has received in the UK or any other country. Cautions, warnings and reprimands are out of court disposals that are recorded on a person's criminal record and are taken in to account when assessing a person's character.

4.11 You must say if the child's details have been recorded by the police as a result of certain sexual offences, or if the child is subject to one of the following orders: notification order, sexual offences prevention order, foreign travel order, risk of sexual harm order (or equivalent order made in a British overseas territory or any other country). If the child's details are recorded on the "sex offenders" register, even if any conviction is spent, the Home Secretary is unlikely to be satisfied that the child meets the good character requirement and so an application for citizenship is unlikely to be successful.

What if there is no conviction but the child's character may be in doubt?

4.12 You must say if there is any offence for which the child may go to court or which is awaiting hearing in court. This includes having been arrested for an offence and waiting to hear if the child will be formally charged. If the child has been arrested and not told that charges have been dropped, or that the child will not have to appear in court, you may wish to confirm the position with the police. For applicants from Scotland any civil penalties must also be declared.

You must tell us if the child is arrested or charged with an offence after you make the application and while the application is under consideration. You risk prosecution under section 46 of the British Nationality Act 1981 if you do not do so.

4.13 – 4.16 You must also say here whether the child has had any involvement in terrorism. If you do not regard something as an act of terrorism but you know that others do or might, you should mention it. You must also say whether the child has been involved in any crimes in the course of armed conflict, including crimes against humanity, war crimes or genocide. If you are in any doubt as to whether something should be mentioned, you should mention it.

The following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following web-site:

www.hms.gov.uk/acts/acts2001/20010017.htm Alternatively, copies can be purchased from The Stationery Office, telephone 0333 202 5070.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

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.

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.

Terrorist Activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purpose 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 and/or encourages terrorism
- is otherwise concerned in terrorism

Deception

If you have practised deception in your dealings with the Home Office or other Government Departments (such as by providing false information or fraudulent documents) this will be taken into account in considering whether a child meets the good character requirement.

An application will be refused if a person has attempted to deceive the Home Office within the last 10 years.

Immigration Related Issues

Your application will be refused if you have attempted to deceive the Home Office within the last 10 years, such as entering the UK illegally, evading immigration control, helping someone else abuse the immigration laws, or abuse of the Knowledge of Language and Life in the UK requirement. Full details of our policy can be seen at:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/406368/Chapter_18_Annex_D_v02.pdf

4.17 You must say whether the child has been involved in anything which might indicate that they are not of good character. You must give information about any of these activities no matter how long ago it was. Checks will be made in all cases and the application may fail and the fee will not be fully refunded if you make an untruthful declaration. If you are in any doubt about whether the child has done something or it has been alleged that the child has done something which might lead us to think that they are not of good character you should say so.

You must tell us if the child has ever practised deception in their dealings with the Home Office or other Government Departments (such as by providing false information or fraudulent documents). This will be taken in to account in considering whether the child meets the good character requirement. If the application is refused, and there is clear evidence of the deception, any future application made within 10 years is unlikely to be successful.

You must also tell us if the child has been convicted of an offence or has received a court order (such as an injunction or Criminal Behaviour Order). Go to Section 5: Referees and Identity

SECTION 5: REFEREES AND IDENTITY

The application must be endorsed by 2 referees and a recent passport size photograph. You must write the child's name and date of birth on the back of the photograph and this should then be glued or pasted into the space provided on the application form.

The photograph must show the whole of the front of the child's face in reasonable light. It should not show the face wholly or partly concealed by hair (beards, sideburns and moustaches are allowed) or by a scarf or traditional dress. It should not show the child wearing dark glasses or a hat, hood, cap or scarf.

One referee should be a professional who has engaged with the child in a professional capacity, such as a teacher, health visitor, social worker or minister of religion. The other referee must normally be the holder of a British citizen passport

and either a professional person or over the age of 25.

Each referee should know the child personally and must not be:

- related to the child
- related to the other referee
- acting as a solicitor or agent in connection with this application
- employed by the Home Office

We will not accept a referee who has been convicted of an imprisonable offence during the last 10 years unless that conviction can be disregarded in line with the table shown in the “Good character” section of this Guide.

If the child is living abroad and does not know a British citizen who is qualified to act as a referee, a Commonwealth citizen or citizen of the country in which he or she is residing may complete and sign the form, provided they have a similar standing in that country.

Checks may be carried out to ensure that the referees do not have any convictions and are qualified to act and that their signatures are genuine. It is a criminal offence to provide false information knowingly or recklessly, punishable with up to 3 months imprisonment or by a fine not exceeding £5,000 or both, under section 46(1) of the British Nationality Act 1981.

Once you have 2 referees and they have completed section 5.2 – 5.8 you should recheck the information you have provided and go to Section 6.

SECTION 6: BIOMETRIC ENROLMENT

Children under 18 applying for registration as a British citizen must enrol their biometric details. Children under the age of 6 do not need to provide fingerprints, but must have a digital photograph taken of their face.

The requirement for fingerprints to be taken from the age of 6 comes from EU Regulation 380/2008. Up to the age of 6 the Home Office only requires a digitised image of the child's face, although the regulation does not prevent fingerprints being recorded from children aged less than 6 years. There is no upper age limit for biometric information to be taken.

You must complete the biometric enrolment section of the application form, and we will then issue an enrolment letter instructing that an appointment must be made at a designated Post Office for the child's biometric details to be recorded.

Children under the age of 16 must be accompanied by a parent or legal guardian at their biometric enrolment appointment.

If making an application outside of the UK, in order to book an appointment to enrol your Biometrics visit www.vfsglobal.co.uk/Global/ sign up and follow the on screen instructions. Here you will find your nearest location. There may be a service charge to be paid online depending on location; this will be made apparent on the website.

Biometric enrolment fee

An additional handling fee will be charged for this service, payable to the Post Office Ltd. The fee must be paid in cash or by debit card when the child attends a designated post office to enrol their biometric details.

Do not send the biometric enrolment fee with the application fee.

This application may be rejected as invalid if the child's biometrics are not enrolled when requested. For more information about enrolling biometrics and the current fee, visit the following section of our website:

www.gov.uk/biometric-residence-permits

SECTION 7: CONSENT TO THE APPLICATION

For section 3(5) it is a legal requirement that both parents consent to the application. In the case of widowed, divorced or separated parents, this only applies to one parent. If the child's parents were not married, only the mother needs to consent – unless citizenship is being applied for on the basis of a British citizen father, when he will need to consent.

The consent of both parents to the application is also a legal requirement for section 4D. Where one parent has died only the consent of the surviving parent is needed. The Home Secretary may also waive this requirement in exceptional cases.

For other types of application we require the consent of all those with parental responsibility for the child. If only one parent has consented explain why at section

7.3. If it is not convenient for one of the parents to sign the form, consent can be provided in a separate letter.

Section 7.4 is to be completed if the application is being made by a guardian. Section 7.5 is to be completed by the child if they are making their own application. If the application is being made by a guardian, we will expect to see evidence that they have parental responsibility for the child, such as a deed, will or court order. If the child's parents are living we would normally expect them to be British citizens and settled in the United Kingdom.

SECTION 8: DECLARATION

Read this section carefully before inserting your name clearly in box 8.1 and ticking each box at 8.2 – 8.8 to confirm the points raised.

This should normally be the parent/guardian's name, not the minor's name. (Although an older minor, aged 16 or over, who is making their own application can complete the declaration.)

If the requirements described in this Guide are not met and there is discretion the Home Secretary can exercise in the child's favour you must provide the special circumstances in their case on page 31. If the special circumstances are not accepted the application will be refused and the fee retained.

Applications that fail generally do so because:

- applicants do not tell us about offences and convictions, or
- the residence requirements have not been satisfied

If the declaration in section 8 of the form is not completed, the application will be invalid.

CHAPTER 4: WHAT YOU WILL NEED TO SEND WITH THE FORM

If you require your valuable documents to be returned by secure post you must enclose a pre-paid self-addressed Royal Mail Special Delivery (or Recorded Signed For delivery) envelope with your application. The pre-paid self addressed envelope must be sufficient to accommodate the size and weight of your documents and be insured to the appropriate level for the value of your documents. If this is not enclosed your documents will be returned to you using Royal Mail 2nd class post.

See the Royal Mail website at www.royalmail.com for further information.

ALL APPLICATIONS FOR REGISTRATION OF A CHILD AS A BRITISH CITIZEN

The Fee

The fee must be sent with the application form. Details of the current fee are available on our website at www.gov.uk/becoming-a-british-citizen.

If you do not send the correct fee, the application will be invalid.

Evidence of identity

Either:

- Child's passport or travel document
- Child's birth certificate, showing the parents' names
- Driving licence
- Bank, building society or credit card statement issued to them in the last 6 months

Child born abroad to British citizen parents

- Child's birth certificate showing the parents' names
- Parents' marriage certificate (if the father is a British citizen)
- British parent's birth certificate or passport*
- British grandparent's birth certificate, registration or naturalisation certificate or passport*
- Grandparents' marriage certificate
- Evidence of residence *
 - Section 3(2) – evidence that the British parent lived in the UK for a period of 3 years at some time before the child's birth
 - Section 3(5) – evidence that the child and both parents have lived in the UK for 3 years immediately before the date of application.

*If you are required to send your parent's or grandparent's British passport and you are making your application by post you can send a complete and full copy of their current passport. Every page of the passport must be copied including any blank pages.

Child adopted abroad by British parents

Send all of the following:

- The child's birth certificate, or where the child has been abandoned, a certificate of abandonment from the authorities previously responsible for the child
- Evidence of the relevant adoptive parent's claim to British citizenship otherwise than by descent*
- The consent of the adoptive parent(s) to the registration
- The Adoption Order
- A contemporary report from the overseas equivalent of the Social Services Department which details:

- the child's parentage and history; and
 - the degree of contact with the original parent(s); and
 - the reasons for adoption; and
 - the date, reasons and arrangements for the child's entry into an institution or foster placement; and
 - when, how and why the child came to be offered to the adoptive parent(s)
- Evidence of the parents' country of habitual residence.

and either:

- Where the parents are habitually resident in the UK, confirmation from the Department for Education (DfE) (for those in England and Wales), from the Scottish Executive (for those parents in Scotland) or from the Department of Health Social Security and Public Safety – Northern Ireland (for those resident in Northern Ireland) that they have been assessed and approved as eligible to become an adoptive parent.
- Where the parents are not habitually resident in the UK, confirmation from the equivalent of the Social Services Department in their country of residence that all relevant adoption laws have been complied with.

*If you are sending your adoptive parent's British passport and you are making your application by post you can send a complete and full copy of their current passport. Every page of the passport must be copied including any blank pages.

FOR CHILDREN LIVING IN THE UK

- Child's full birth certificate
- Child's passport of entry to the United Kingdom, and any subsequent passports
- Parents' marriage certificate or civil partnership certificate
- If one of the parents does not agree to registration a letter explaining their reasons.
- If the application is being made by a guardian, evidence of their right to do so, such as a deed, will or court order.

Only include children who are not already British

CHAPTER 5: WHERE TO SEND THE APPLICATION FORM

Once you have completed and signed the application form and enclosed the documents, you must arrange to pay the correct fee. If you are paying by debit/credit card you should complete the payment slip attached to the fee leaflet. If you are paying by cheque you should ensure that funds are available in your account. Only cheques issued in sterling and drawn from a bank which has a UK based presence

will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. Cash, transcash or postal orders cannot be accepted.

If your application is refused, or if you decide to withdraw the application, only the ceremony part of the fee will be returned to you. (See the fees leaflet for details.)

If the fee is paid through an account which belongs to someone else, give their details in the space provided on the payment slip attached to the fee leaflet in case it is necessary to refund all or part of the fee.

If the child is in England, Scotland, Wales or Northern Ireland send the form with the fee and supporting documents to:

Department 1
UKVI
The Capital
New Hall Place
Liverpool
L3 9PP

If they are in the Channel Islands or the Isle of Man you must send them to the Lieutenant Governor.

If they are elsewhere, including in a Commonwealth country, you must send them to:

Department 1
UKVI
The Capital
New Hall Place
Liverpool
L3 9PP

You must submit your application as explained above. The date of application will be the date your form is received by the Home Office or the local British Government representative as shown above. It is not the date on which you send it.

CHAPTER 6: WHAT HAPPENS NEXT?

WHAT YOU CAN EXPECT FROM US

Once we have received the application form we will create a computer file to track and process the application. The application will be acknowledged. During busy times this may take up to 2-4 weeks. The Liverpool Contact Centre will deal with any enquiries about the application once it has been made.

Email: nationalityenquiries@homeoffice.gsi.gov.uk

The information you have provided will be treated in confidence, but may be submitted for checking against the records held by other Government agencies where it is necessary for immigration and nationality purposes or to enable these bodies to carry out their functions.

We will check the application against the documents you have sent in and make a number of enquiries. The documents may be checked to ensure their authenticity. If you provide forged or fraudulently obtained documents you will be investigated under section 46 of the British Nationality Act 1981. We will press for prosecution which may include up to 3 months imprisonment or a fine not exceeding £5,000 or both.

If we need more documents we will write and ask you for them. We will give you 3 weeks to respond. If you do not respond within the time we allow you, then we will decide the application on the information we already have, but there is a risk that your application will not succeed. We will try to complete our enquiries quickly, usually within 6 months, but sometimes it takes longer.

We undertake to process applications quickly and in accordance with the law and agreed policy and procedures. We will deal with any enquiries courteously and promptly. You must keep us informed of any changing circumstances including change of address or agent.

The child may be asked to attend an interview conducted on behalf of the UK Visas and Immigration by the police or other representative. If so, arrangements will be made with you about the interview, which may be at the child's home.

If the application is unsuccessful we will write and tell you why. Although there is no automatic right of appeal or review we will consider representations if you consider that a decision to refuse the application was not soundly based on nationality law or prevailing policy and procedure.

This guide is intended to help you to apply. It is not a statement about law or policy. Other information about citizenship and immigration is available on our website at www.gov.uk/becoming-a-british-citizen. Representations must explain why you think we have not applied the law and policy in your case. We will respond either by confirming that law and policy had been correctly applied or by answering particular points you raise concerning the way that law and policy were applied.

We strive to provide a first rate service, but occasionally difficulties arise that prevent us from dealing with applications to our usual high standards. In the unlikely event that you wish to complain, details of how to make a complaint are given on page 33.

WAITING TIMES

While we try to deal with cases quickly this cannot be guaranteed and we cannot register until we are satisfied that all the requirements have been met. Information on waiting times can be found on our website. The length of time you will have to wait for the application to be decided will not affect any existing rights in the UK.

WHAT WE EXPECT FROM YOU

Applications are considered quickly – usually within 6 months of receipt. We expect you to make appropriate arrangements to ensure that you can respond to our enquiries or requests for documents within the period we allow.

While the application is under consideration we expect you to tell us about anything which alters the information you have given us. This will include changes of marital or civil partnership status or home address or agents acting on your child's behalf. It also includes police investigation or anything that may result in charges or indictment.

We also expect to be treated politely and with respect by you and any agent acting on your behalf. If the application is successful and the child has reached the age of majority (18 years of age) and is living in the UK, they will be invited to attend a citizenship ceremony. You will receive an invitation letter from the Home Office and this will confirm the local authority you must contact to arrange a ceremony. We expect a ceremony to be arranged within 3 months of receiving the invitation otherwise it will expire and the child will have to apply for naturalisation and pay a further processing fee. Success will then depend on the child's ability to satisfy the requirements for naturalisation.

CHAPTER 7: CITIZENSHIP CEREMONIES

What the child will have to do

Children who attend ceremonies will be asked to swear or affirm an oath of allegiance to Her Majesty the Queen and to pledge their loyalty to the United Kingdom. Following this they will be presented with their certificate of naturalisation as a British citizen.

Taking the Oath and Pledge is a legal requirement for successful applicants over 18 years of age, and the point at which they become British citizens. Anyone required to attend who has special needs or concerns about saying the Oath and Pledge in English, should bring these to the attention of the local authority once they have their invitation letter.

When you make contact with the local authority you will be asked a number of questions to establish the child's identity, and checks may be made. If the child does not speak English you will need to explain to the registrar that the child was registered as a British citizen.

Will the child understand the ceremony?

If the child cannot speak enough English to understand what will be said they will be

expected to take someone with them to interpret. During the ceremony they will be asked to repeat the words of the oath and pledge in English, and are advised to practise saying these words before they attend.

Ceremonies are arranged locally and reflect the particular community to which the child now belongs. They will meet a local dignitary or celebrity and be told something about the area and what can be expected of them as a British citizen.

CHAPTER 8: IF YOUR APPLICATION IS SUCCESSFUL

RETURNING YOUR BIOMETRIC RESIDENCE PERMIT (BRP)

If you did not return your Biometric Residence Permit (BRP) when you applied to become a British citizen, you must return it to the Home Office within 5 days from the date you were issued with a certificate of registration.

Send your BRP to the following address, to be destroyed:

Naturalisation BRP Returns
PO Box 195
Bristol
BS20 1BT

Cut your BRP in half and return in a windowless plain envelope, with a covering note, which clearly explains the reason for returning it or an explanation for not returning the card.

Should you fail to return the BRP, or notify the department of the reasons for not being able to do so, the Secretary of State may impose a fine of up to £1,000.

If you need to travel to and from the UK after being granted British citizenship you must apply for a British passport or a certificate of entitlement to the right of abode, to be placed in your foreign passport. Guidance on applying can be found on [Gov.UK](https://www.gov.uk).

Following a grant of citizenship your BRP will be cancelled, which means it may not be accepted as evidence that you are entitled to reside in the UK. The BRP cannot be used to facilitate travel once you are a British citizen. If you leave the UK without first obtaining either a British passport or a certificate of entitlement you will experience difficulties when attempting to return to the UK.

DEPRIVATION OF CITIZENSHIP

The child may be deprived of British citizenship if it is found to have been obtained by fraud, false representation or the concealment of any material fact. The Home Secretary may also deprive the child of British citizenship if, in their opinion, it would

be in the public interest for him to do so and the child would not thereby be made stateless.

Ministers suggested during the passage of the Immigration, Asylum and Nationality Act 2006 that deprivation may be appropriate where the person

- has encouraged or assisted others to commit acts of terrorism
- has committed war crimes, public order offences or other serious crime
- has carried out acts seriously prejudicial to vital national interests, including espionage and acts of terrorism directed at the United Kingdom or an allied power.

A certificate of registration may, as a matter of law, be ineffective from the outset if it was obtained by means of impersonation.

COMMENTS

We hope that this guide has helped you to prepare and successfully apply for British citizenship for your child. If you have found it useful and our staff helpful, or if you have found our service unsatisfactory or do not understand the outcome, why not tell us? You should email us in the first instance at:

nationalityenquiries@homeoffice.gsi.gov.uk

Telephone: 0300 123 2253

If you remain unhappy with the service provided by Nationality Group, you may wish to complain by writing to:

Email: complaints@homeoffice.gsi.gov.uk

UKVI Complaints Allocation Hub
Lunar House
40 Wellesley Road
Croydon CR9 2BY