



If you wish to apply for an extension of stay in the UK on form FLR(LR), 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

For information about immigration law and policy, and to see and download application forms and related guidance.

GUIDANCE NOTES

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

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

- Long Residence

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(LR), you must meet the requirements set out in the following parts of the Rules:

Part 7 - Long Residence

The full Immigration Rules are on our website.

3. THE FEE

- 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.

4. WHEN TO APPLY

You must apply before the end of your permitted stay in the UK.

If you are applying at one of our Premium Service Centres, please ensure that your appointment is no earlier than 28 days before you complete the 10 year qualifying period. If you attend a Premium Service Centre appointment and submit your application more than 28 days before completing your qualifying period, your application will normally be refused and your fee retained.

5. 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(LR)
- pay the specified fee by one of the methods specified in the payment guidance
- provide photographs of yourself as specified in the application 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 www.gov.uk/healthcare-immigration-application.
- provide your valid passport, national identity card or travel document
- complete section 2E (Personal History) as required
- sign the declaration in section 6 as specified
- send the application by prepaid post to the Home Office 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.

6. ENSURING YOUR APPLICATION IS COMPLETE

You must complete every relevant section of the form and provide 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.

7. 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 the form.

You must enclose a letter of explanation if you are unable to provide all the required information or any relevant specified documents.

8. 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.

The photographs you provide must also comply with the format requirements specified in the separate UKVI photograph guidance (see page 4).

Please ensure that you place the photographs in a small sealed envelope and attached 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.

9. DOCUMENTS

Documents provided with the application must be originals. All supporting evidence must be in the form of original documents. In addition you should provide photocopies of each of these documents including any pages of your passport(s) that contain personal details, visas or immigration stamps (foreign or UK). These do not have to be notarised by a solicitor or legal representative. If you are unable to provide the original document, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary. The reasons for not being able to provide the original document must be explained in a covering letter. We are unlikely to grant your application without the original document. Any documents which are not in English must be accompanied by a reliable English translation. Make sure passports or travel documents are signed.

10. APPLYING BY POST - THE ADDRESS

The address to which you must send application form FLR(LR) 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 15 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.

11. 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 travel arrangements until your passport(s), national identity card(s) or travel document(s) are returned.

12. YOUR STATUS WHILE YOUR APPLICATION IS BEING CONSIDERED

If you apply before the end of your permitted stay in the UK, your existing immigration status, including any permission to work, will continue until your application is decided.

13. 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):

Home Office

Initial Consideration Unit -
FLR(LR) 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.

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

14. OBTAINING APPLICATION FORMS

You can obtain application forms, the accompanying guidance notes and the UKVI photograph guidance from our website at www.gov.uk/government/organisations/uk-visas-and-immigration

15. OTHER ENQUIRIES

For enquiries other than obtaining an application form, consult our website www.gov.uk/government/organisations/uk-visas-and-immigration

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

16. CHOOSING AN IMMIGRATION ADVISER

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

If you have a complaint about an immigration adviser or need other information, the OISC contact details are available on their website; www.oisc.gov.uk

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

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

Legal Ombudsman
PO Box 6806,
Wolverhampton,
WV1 9WJ

Telephone: 0300 555 0333

17. 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.

18. 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.

19. 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