



## EEA(PR): guidance notes

These notes provide detailed guidance on the documents and evidence you must submit if you are applying for a document certifying permanent residence or permanent residence card.

You must:

- apply online (where applicable) at:  
<https://visas-immigration.service.gov.uk/product/eea-pr>
- alternatively, if you are unable to apply online, you can download a 'hard copy' EEA(PR) form to complete here:  
[www.gov.uk/government/publications/apply-for-a-document-certifying-permanent-residence-or-permanent-residence-card-form-eea-pr](http://www.gov.uk/government/publications/apply-for-a-document-certifying-permanent-residence-or-permanent-residence-card-form-eea-pr)

You **cannot** apply for a document certifying permanent residence or permanent residence card in person at our Premium Service Centres.

These guidance notes are to help you complete the 'hard copy' version of the application form. Online applicants are instead helped with on-screen prompts. However, if you are applying online you may still find this guidance helpful to understand the documents and evidence you need to submit to support your application, though the section references and questions numbers may differ.

Read this document carefully before you submit your application.

### Making a valid application

To make a valid application, you must:

- pay the specified fee by one of the methods set out in the Payment Guidance section;
- provide photographs of yourself, your partner and any children under 18 who are applying with you as specified in the application form;
- provide a valid passport, national identity card or travel document, as required;
- provide the necessary evidence or proof to support your application, as required; and
- complete all relevant sections of the form, including:
  - Payment details;
  - Section 1 - Applicant's details
  - Section 19 - Declaration(s)
- and, where relevant:
  - Biometric information for non-EEA nationals.
  - Section 1(C) - Family members included in your application form
  - Section 2 - Your sponsor

For non-EEA national applicants, and any non-EEA national family members included in the application, you must enrol your biometric data in compliance with the biometric enrolment letter that we will send you after we have received your application.

## If your application is rejected as invalid

If you fail to do any of these things, for example, if the payment submitted does not cover the full cost of your application, your application will be rejected as invalid.

The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the Home Office or its payment processing agent, regardless of the outcome of the application.

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

If your application is rejected as invalid your application will not be considered and your fee will be refunded less an administration fee of £25 for each person included in the application. We will return the form with any documentation submitted to you.

## The fee

The fee is £65 for each person applying for a document certifying permanent residence or permanent residence card.

You can include your family members (including extended family members) in this application if they also qualify for permanent residence. You must pay an additional £65 for each family member you include.

## Where to send your completed application

If you are not applying online, send your completed application form, supporting documents, and payment of £65 (plus £65 for each family member included in your application, if applicable) to:

Home Office  
EEA Applications  
PO Box 590  
Durham  
DH 99 1AD

We recommend that you send your documents by Royal Mail Signed For™ or Special Delivery. We will return your documents by Royal Mail Signed For™ Second Class mail. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough and covers the cost of postage. For further information on postage options, please refer to the Royal Mail website at [www.royalmail.com](http://www.royalmail.com).

## The documents and evidence you send us

Passports and identity documents **must be originals** – we will only accept alternative evidence of identity or nationality if you are unable to obtain or produce the required documents **due to circumstances beyond your control**. Copies of these documents will not be accepted. (Note: Online applicants only can have their passports verified, copied and submitted to the Home Office by a local authority participating in the European Passport Return Service. For further information see: [www.gov.uk/government/collections/european-passport-return-service](http://www.gov.uk/government/collections/european-passport-return-service)).

Other documents, such as marriage or birth certificates should be originals. If there is a valid reason for not being able to provide the original document you can send a copy certified by:

- the body or authority which issued the original
- a legal representative

If you need to send us bank statements as part of your evidence, and you only receive them in an online or electronic format, ask your bank to stamp each page with their official stamp.

All documents not in English or Welsh must be accompanied by an official English translation provided by a qualified translator. Ask the translator or translation company to confirm in writing:

- that the translation is a 'true and accurate translation of the original document'
- the date of the translation
- the full name and contact details of the translator or a representative of the translation company

Original documents must be included with any translations submitted.

The Home Office may contact your translator or translation company to conduct further enquiries into any translated documents provided.

## Completing the application form

The Home Office or persons acting on behalf of the Home Office may use your or your representative's email address to communicate with you about your application. You must check your email account at regular intervals and respond to any further information requests as soon as possible.

### What period of residence can I rely on and provide evidence for?

#### If you have lived in the UK for more than 5 years:

You do not need to provide evidence for all your time spent in the UK. You can rely on, and provide evidence, for **any** continuous (5 year) period of qualifying residence. For example, if you were exercising Treaty rights in the UK continuously from 2005 to 2010, and you want to show that you acquired permanent residence in 2010, you should provide evidence for that period. If you're not sure exactly when you acquired permanent residence, you may wish to send evidence of a sixth year as well.

#### If your qualifying period of residence is more than 2 years ago:

If you are relying on a qualifying period of residence that ended more than 2 years ago you must also provide evidence that you have not spent more than 2 consecutive years outside the UK since the qualifying period ended. This is because permanent residence is lost if you have been outside the UK for 2 continuous years or if you have been deported.

#### If you have spent time outside the UK for a continuous period of 2 years or more:

Any permanent residence status that you would have acquired before the time spent outside the UK will have been lost. You must provide evidence of a more recent continuous 5 year period.

#### If you have been deported from the UK:

If you acquired a right of permanent residence before being deported, you will have lost this right after being removed from the UK. If your deportation order has been revoked and you have re-entered the UK, you must provide evidence of a more recent 5 year period in order to qualify.

#### If you have lived in the UK for less than 5 years:

In some cases, you can acquire permanent residence in less than 5 years, for example, if you are the family member of an EEA national who has died (see Section 6), or you or your family member has 'ceased activity' due to retirement or permanent incapacity (see Section 7).

#### If you are an EEA national resident in the UK prior to 2006:

The Free Movement Directive was implemented in the UK, for the first time, through the Immigration (European Economic Area) Regulations 2006, which came into force on 30 April 2006. Therefore, that is the earliest point that a right to permanent residence can be established. However, permanent residence status for an EEA national could have been achieved based on an earlier period of qualifying residence. For example, a person arriving in the UK in January 2000 and working here ever since would have a 5 year qualifying period between 2000 and 2005. However, they would only have acquired permanent residence from 30 April 2006. Please note: you must not have been absent from the UK for a period in excess of 2 consecutive years since the period of qualifying residence.

### I want to replace or renew a previously issued permanent residence document:

See the guidance notes for Section 4.

## **What, and how much evidence do I need to submit to support my application?**

These guidance notes, in particular for Sections 5 to 10, explain in detail the evidence you should submit.

Annex H includes a table of examples of people exercising Treaty rights in various ways in the UK for different periods of time. The table suggests an adequate level of evidence of activity and residence for each scenario. You may find these examples a helpful guide when thinking about your circumstances.

## **What happens if my application for permanent residence is unsuccessful?**

We will send you a decision letter telling you why we have rejected or refused your application. The letter will also tell you if you have a right of appeal and, if so, how to appeal.

## **Change of circumstances while your application is pending:**

If you change personal details (for example a name change), your contact details (change of address or representative) or have a change in other circumstances (for example, your EEA national sponsor stops being a 'qualified person' or you stop being a family member), you must inform the Home Office immediately and provide any relevant supporting information. Details of how to contact the Home Office can be found at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

## **My situation is particularly complex:**

If your circumstances are particularly complex and you feel that the application form doesn't allow you to explain how you qualify, you may wish to include a covering letter with your application, clearly explaining your circumstances.

## **What if I want to apply for British citizenship immediately after obtaining my permanent residence documentation?**

If you wish to apply for British citizenship immediately after obtaining your permanent residence document, and you are not the spouse or civil partner of a British citizen, you should make sure that you provide evidence covering a continuous period of residence of at least 6 years (see Annex A for further information).

## **Applicants who are EU8 nationals and the Worker Registration Scheme:**

Please see Annex B if you are a national of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia (the 'EU8').

## **Applicants who are EU2 nationals and Accession Worker Cards:**

Please see Annex C if you are a national of Bulgaria or Romania (the 'EU2').

## **Applicants who are Croatian nationals and worker authorisation:**

Please see Annex D.

## **Applicants who are in the UK in breach of immigration laws:**

Please see Annex E.

## Payment section

You must complete this section. Fill the details in carefully and ensure you enclose payment of £65, and (if applicable) an additional £65 for each family member included in your application.

If you do not, your application will be invalid and returned to you without consideration.

## Biometric information (for non-EEA nationals only)

If this section is relevant to you, you must complete this section in full. If you do not, your application will be invalid and returned to you without consideration. You must also submit the following with your application (if relevant):

### Previously issued biometric documents

- any biometric residence permits or residence cards (biometric format) previously issued to you and/or your family members
- if you cannot submit them you must explain why and submit any relevant supporting evidence (such as a police lost property report or crime reference number).

### Special arrangements for medical conditions

If you have (or anyone applying with you has) a medical or physical condition which may require special arrangements for your biometric features to be recorded, you must submit:

- a letter from a treating clinician registered with the General Medical Council (GMC) giving details of the condition and/or special needs and explaining any arrangements that may be necessary

## Sections 1-2: Applicant and sponsor details

You must complete Section 1 – Applicant details.

Only if relevant, you must complete Section 1(c) – Family members included in your application form, and Section 2 – Sponsor details.

### Photographs

You must include:

- **two** passport-sized photographs of you (the main applicant) with your name written on the back
- **two** passport-sized photographs of each family member applying with you (if applicable) with their names written on the back
- **one** passport-sized photograph of your sponsor (named in Section 2) (if applicable) with their name written on the back

All photographs must conform to the standards set out in the separate photograph guidance at: [www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports).

### Proof of identity and nationality

You must include:

- your valid passport, travel document or (if you are an EEA national) national identity card

- valid passport, travel document or EEA national identity card for each family member included in your application (if applicable)
- valid passport or national identity card for your sponsor (named in Section 2) (if applicable)

The documents must be originals - If you are not able to submit a valid passport, travel document or EEA national identity card for you, your sponsor or any family members included in your application, you must explain why (see Section 1.21 and 2.13 of the application form) and submit alternative evidence of your identity and nationality.

**Please note:** we can only accept alternative evidence of identity and nationality if you are unable to obtain or produce the valid passport(s), travel document(s) or EEA national identity card(s) due to circumstances **beyond your control**.

If you fail to do these things, your application will be invalid and returned to you without consideration.

### **Proof of family relationship**

You must show that you and any family members applying with you are related to your sponsor as claimed. See Annex F for further information.

If you are applying as an **unmarried partner**, see the guidance notes for Section 11.

## **Section 3: About your application**

Complete this section as directed to indicate the basis on which you're applying for a document certifying permanent residence or permanent residence card.

## **Section 4: Replace or renew your permanent residence document**

### **Proof of your status**

Please include **one** of the following:

- your previous document certifying permanent residence, permanent residence card or equivalent document (if available)
- police lost property report/crime reference number if the document is lost or stolen; or
- letter from your country's embassy confirming they have retained the passport containing your permanent residence document
- any other relevant evidence to explain the whereabouts of your document

### **Proof of residence (if required)**

If your permanent residence document was issued more than 2 years ago, you must also send proof that you have not spent more than 2 consecutive years outside the UK, for example:

- evidence of your residence in the UK (see guidance notes for Section 5, below, for guidance on the documents you can submit)

## **Section 5: Residence and previous documentation**

**Please ensure you provide evidence of your residence in the UK since any 5 year qualifying period ended otherwise your application may be refused. This is because your right to permanent residence is lost if you have been absent from the UK for a continuous period of 2**

**consecutive years since acquiring the right to permanent residence, or if you have been deported.**

## Evidence of residence in the UK

You must show that you, your family members, and your sponsor (if applicable) have been living in the UK for the relevant period.

If you are an EEA national relying on periods of residence as a worker, and are providing evidence of employment to confirm this (see Section 9), you do not need to provide additional evidence of residence for the same periods covered by your evidence of employment. However, if you are relying on any period of residence in another activity (for example, as a jobseeker, self-employed person, self-sufficient person or student), or are applying as a family member, you will need to provide **one** piece of evidence for every qualifying 12 month period to confirm residence in the UK.

If more than 2 years has elapsed since your qualifying period ended, you will also need to provide **one** piece of evidence for every subsequent 12 month period to confirm residence in the UK

If you are applying on the basis of 5 years' continuous residence, the evidence must cover the 5-year period. The documents should be spread evenly throughout the 5 years. The table below indicates the most suitable documents to provide:

<p>Category A (high value)</p> <p><b>One</b> for every qualifying or required 12 month period</p>	<p>Utility bills (gas, electricity, water)</p> <p>Council Tax bill</p> <p>Bank statement</p> <p>Credit card statements</p> <p>School / college / university letters</p> <p>Evidence of continuous employment, such as HMRC employment history</p>
<p>Category B (medium value)</p> <p><b>One</b> for every qualifying or required 12 month period</p>	<p>Tenancy agreements</p> <p>NHS letters to confirm regular attendance</p> <p>Mortgage agreements</p> <p>For children (relating to a child application only): a letter from the child's school, confirming attendance at the school</p>
<p>Category C (low value)</p>	<p>Mobile phone bills</p>
<p>Category D (no value)</p> <p><b>Please do not send these</b></p>	<p>Character references/testimonials from family and friends</p> <p>Wedding photograph albums</p> <p>Greetings cards (birthday, valentines, religious festivals)</p> <p>Multimedia (CRRs, CDs, DVDs, USB media sticks)</p> <p>Ring binders or similar folders</p> <p>NHS letters confirming a single appointment</p>

## Absences from the UK

Please note, you only need to list your absences where you have been out of the UK for more than 6 months in total in any 12 month period. You do not need to list any absences that were before your qualifying period of residence.

## Previous residence documents

These could include:

- previous EEA national identity cards; residence documents, such as registration certificates, residence cards, etc
- previous biometric residence permits, if you have any
- previous passports, travel documents or ARC cards

## Section 6: Relevant EEA national has died

Please send:

- your sponsor's (the relevant EEA national's) death certificate
- proof your sponsor was working or self-employed in the UK before they died (see notes for Section 9 and Annex H)
- evidence of you and your sponsor's residence in the UK before your sponsor died (see notes for Section 5 for examples of documents proving residence)
- if you answered 'yes' to question 6.5, evidence that your sponsor's death was due to an accident at work or occupational disease, such as a letter from a doctor or consultant

## Section 7: EEA national has ceased activity

Please send:

### All subcategories

- proof that the relevant EEA national was working or self-employed in the UK before ceasing activity – see notes for Section 9 and Annex H
- proof that any family members were resident in the UK for the required period before the EEA national sponsor ceased activity – see notes for section 5 for examples

### EEA national has retired

One of the following:

- letter from the relevant employer confirming the date you/your sponsor retired
- proof of receipt of a state and/or company pension (such as a letter from the pension provider, bank statements showing receipt of payments)

### EEA national is permanently incapacitated

One of the following:

- a letter from a doctor/consultant confirming your/your sponsor's incapacity and that it's expected to be permanent
- if the incapacity is the result of an accident or work or occupational disease, evidence of this, such as a letter from a doctor/consultant or evidence of compensation received from the employer
- if you receive a pension paid in part or full by an institution in the UK, evidence of this, such as a letter from the pension provider and/or bank statements showing receipt of payments

### EEA national is now active in another EEA member state

- proof that you are/your sponsor is working or self-employed in another EEA state – see notes for Section 9 or Annex H below for guidance on the type of documents you can submit
- proof that you have/your sponsor has retained your/their residence in the UK – such as a mortgage statement or tenancy agreement, utility or council tax bills for that property (see guidance notes for Section 5 above for the list of documents)

## Section 8: Retained right of residence

### All subsections: proof of residence

If you have **not** previously been issued with a registration certificate or residence card on the basis of a retained right of residence, you must show that you, any family members applying with you, and your sponsor were living in the UK in accordance with the EEA Regulations at the relevant date (that is

immediately before your sponsor died or left the UK, or the date of divorce, annulment or dissolution of your marriage or civil partnership).

If you are applying under Subsection A below (sponsor has died), you must show that you (and any family members applying with you) had been living in the UK for at least one year before your sponsor died.

If you are applying under Subsection D(1) below (marriage or civil partnership lasted at least 3 years), you must show that you and your sponsor lived in the UK for at least one year while still married to, or in a civil partnership with, each other.

If you **have** previously been issued with a registration certificate or residence card on the basis of a retained right of residence, you must show that you have lived in the UK in accordance with the EEA Regulations **since the document was issued**, and have completed 5 years' continuous legal residence in the UK.

Please send:

### **Subsection A: sponsor has died**

- your sponsor's death certificate

### **Subsection B: child in education (sponsor has died or left UK)**

- letter from a school/college/educational establishment confirming enrolment and attendance by the relevant child – this must show that the child was in education immediately before the relevant EEA national died or left the UK, and continues to be in education.

**One** of the following:

- death certificate of sponsor (if they have died)
- evidence that the EEA national has left the UK (if applicable) – for example, a signed declaration from you or the EEA national, or evidence of their residence outside the UK

### **Subsection C: parent with custody of a child in education**

Evidence listed for Subsection B above, and **one** of the following:

- relevant court order (such as a child arrangements order, residence order, or contact order)
- letter or statutory declaration from the sponsor agreeing to the child living with you

### **Subsection D: Divorce, annulment or dissolution of marriage/civil partnership**

#### **Proof of divorce, annulment or dissolution**

- decree absolute, final dissolution order, or overseas equivalent

#### **(1) Marriage or civil partnership lasted at least 3 years**

- if it's not clear from the decree absolute or dissolution order, evidence of the date legal proceedings began to end the relationship – such as a certified copy of petition for divorce, nullity or dissolution

#### **(2) Custody of child of relevant EEA national**

**One** of the following:

- relevant court order (such as a child arrangements order, residence order, or contact order)
- letter or statutory declaration from the sponsor agreeing to the child living with you

#### **(3) Access rights to child aged under 18**

- relevant court order confirming details of the access arrangements

#### **(4) Domestic violence or other compelling circumstances**

If you have (or the relevant person has) previously been issued with a registration certificate or residence card on the basis of domestic violence, you do not have to submit this evidence again.

Otherwise, you must submit relevant evidence, as listed below:

(a) **One** of the following:

- an injunction, non-molestation order or other protection order made against the sponsor (other than an ex-parte or without notice order)
- evidence of a relevant court conviction against the sponsor
- evidence of a police caution against the sponsor

If the sponsor has not yet been convicted of an offence but there is a pending court case, you should submit evidence of this (such as a letter from the court confirming the date of the hearing).

(b) If you cannot submit any of the above documents, you must submit at least **one** of the documents listed below:

- a medical report from a hospital doctor at a UK hospital confirming that you have injuries consistent with being a victim of domestic violence
- a letter from a general practitioner registered with the General Medical Council who has examined you and is satisfied that your injuries are consistent with being a victim of domestic violence
- an undertaking given to a court that the perpetrator of the violence will not approach you
- a police report confirming attendance at your home as a result of a domestic violence incident
- a letter from a social services department confirming its involvement in connection with domestic violence
- a letter of support or report from a women's refuge or other domestic violence support organisation
- any other relevant evidence of domestic violence or compelling circumstances

#### **Subsection E: Your sponsor's status at the relevant date**

- proof that your sponsor was an EEA national with a permanent right of residence or a qualified person at the relevant date – see Section 9 below for guidance

#### **Subsection F: Proof of your status since the relevant date**

- evidence that you have been working, self-employed or self-sufficient, or have retained your status as a worker or self-employed person, since you retained your right of residence – see Section 9 below for guidance on what documents to submit

or

- evidence that your non-EEA family member meets the conditions in Subsections A or D above, and
- proof of your relationship to your non-EEA family member (if relevant) – see Annex F for guidance on how to prove you are related to another person

## Section 9: Relevant EEA national's activity in the UK

You may provide evidence for more than one category, for example, you may have spent time as a student for 2 years, and spent time as a worker for 3 years. A mix of time spent in different categories can be used provided they cover a single continuous 5 year period.

Annex H includes a table of examples of people exercising Treaty rights in various ways in the UK for different periods of time. The table suggests an adequate level of evidence of activity and residence for each scenario. You may find these examples a helpful guide when thinking about your circumstances.

### Subsection A: evidence of the relevant EEA national's activity as a qualified person

Please provide **one** of the following:

- your sponsor's document certifying permanent residence if you answered 'yes' to question 9.3
- proof that you have/your sponsor has been a qualified person for the relevant period – see below

### Employment

See Annex H.

If you cannot submit the suggested documents outlined in Annex H then please provide **3** payslips (monthly or weekly) for each year, ensuring there is no more than a 6 month gap between each document. Ideally these should include March's payslip for each year and **2** other payslips no more than six months apart, or a letter from employer(s) confirming period(s) of employment and annual earnings.

If you are still unable to provide any of these suggestions (for example, you have lost the relevant documents, the employer is no longer trading or you are/your sponsor is unable to contact them), you should enclose a letter explaining why not and you must submit alternative evidence of the relevant employment, such as:

- P45s
- signed contract of employment
- notice of redundancy
- letter accepting resignation
- letter of dismissal
- employment tribunal judgment relating to the employment

### Self-employment

- evidence of your/your sponsor's self-employment – see Annex G and H

### Temporary incapacity

Please send **one** of the following:

- a letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long the incapacity lasted or is likely to last
- proof of any sick pay, statutory sick pay or sickness-related benefits (if relevant)

### Study or vocational training

See Annex H.

**Note:** if you are/your sponsor is claiming to have retained your/their status as a worker, and you/they became voluntarily unemployed, the letter from the training provider must say how the course is/was related to the previous employment.

### **Sufficient financial resources (students and self-sufficient persons)**

See Annex H.

If a relative, friend or other person has been financially supporting you/your sponsor, you must enclose a signed and dated letter from that person confirming that they have been supporting you/your sponsor and for how long.

### **Comprehensive sickness insurance (students and self-sufficient persons)**

**One** of the following documents which was valid for the relevant period of study / self-sufficiency:

- schedule or other document from a private medical insurance provider outlining the level of cover, this must have covered you/your sponsor/your family member(s) for the majority of risks while in the UK
- European Health Insurance Card (EHIC) (formerly form E111) issued by an EEA Member State (not the UK)
- form S1 (formerly E106, E109, E121)
- form S2 (formerly E112)
- form S3

**Note:** the definition of comprehensive sickness insurance does not include cash-back health schemes, travel insurance policies, or access to the UK's National Health Service (NHS).

### **Looking for work**

Please provide **one** of the following:

- evidence of registration as a jobseeker with Jobcentre Plus, the Jobs and Benefits Office or Social Security Office (such as a letter from the relevant office and/or proof of receipt of relevant benefits)
- proof of registration with a recruitment agency.
- evidence of job-seeking (please provide at least **2** pieces of evidence which should cover the period you were looking for work), such as:
  - copies of recent job applications
  - rejection letters from employers
  - invitations to job interviews

If you are/your sponsor is still looking for work, please provide **one** of the following:

- evidence of relevant professional, vocational or academic qualifications, or relevant work experience
- evidence of any training you are/your sponsor is doing or has done to improve your/their chances of finding work.

### **Other periods not accounted for**

- if you completed Section 9.13, any other relevant evidence to show that you have or your sponsor has acquired permanent residence

### **Subsection B: accession state workers**

(See introduction to Section 9B of the application form for an explanation of what we mean by accession state workers.)

- Any accession worker authorisation, registration or similar document held by the relevant accession state national – such as a WRS card or certificate, accession worker ('purple') card, worker authorisation ('purple') registration certificate, 'yellow' (student) registration certificate, 'blue' (exempt) registration certificate, SAWS card, etc.
- **One** of the following:
  - evidence of leave to enter or remain granted before the relevant accession period giving the accession state national permission to work
  - evidence of legally working for 12 months in accordance with one of the above accession worker documents, this could be evidence for a worker as listed in Annex H, or if you are unable to provide this alternative evidence as set out in the Employment part of Section 9 such as P60, employer's letters, wage slips, etc
  - evidence of exemption from authorisation/registration – such as proof of family relationship to an EEA national qualified person

## Section 10: Family member of British citizen ('Surinder Singh')

### Subsection A: your sponsor's activity in the EEA state

See notes for Section 9 for further guidance on evidence of activity.

#### Other activity (if relevant)

- proof of temporary incapacity – for example a doctor's letter – see guidance notes for Section 9

### Subsection B: residence in the EEA state

- proof that you and your sponsor (and any other family members, if relevant) lived in the EEA state, such as tenancy agreements, utility bills, etc – see guidance notes for Section 5

### Subsection C: integration in the EEA state

Please provide relevant evidence. Examples include, but are not limited to:

- evidence of any financial commitments in the EEA state – such as mortgage agreement, bank loans, etc
- evidence of speaking or learning the language of the EEA state – such as qualifications or proof of attendance at language classes
- if you had any children attending school or college in the EEA state, evidence of this (such as a letter from the relevant school/college, educational certificates, etc)
- evidence of membership of any social or community groups
- any other relevant evidence

**Note:** Please provide at least **3** pieces of evidence to cover the period you were resident in the EEA state.

## Section 11: Spouse, civil partner or durable partner of the sponsor

### Evidence of living together with your sponsor

If you are applying as the unmarried (durable) partner of an EEA national, you must show that you have been living together in a relationship similar to a marriage or civil partnership since you were last issued with a registration certificate or residence card in this category.

Examples of acceptable items are listed below. They should be addressed to you jointly or in both your names. The documents provided must be originals.

### If you and your partner are living together, you can rely on all or some of the same documents submitted in support of Section 5.

We will consider each case on its individual merits but we recommend that you send items addressed to you and your partner jointly which cover **each year** you have been living together (or each year since you were last issued with a registration certificate or residence card, if applicable). If you have changed address during this period, the evidence should cover each address you have lived at. The evidence should come from a variety of sources.

If you do not have enough items in your joint names, you may also provide items addressed to each of you individually if they show the same address for both of you.

If you did not live together for any part of the relevant period, tell us the reasons for this and whether you stayed in contact with each other during this time, and provide any relevant supporting evidence.

Please give an explanation on a separate sheet if you cannot provide the minimum number of items; the items are not addressed to both of you; or they don't cover the relevant period.

Relevant documents may include:

- letters or other documents from government departments or agencies, for example HM Revenue and Customs, Department for Work and Pensions, DVLA, TV Licensing
- bank statements/letters
- building society savings books/letters
- council tax bills or statements
- electricity and/or gas bills or statements
- water rates bills or statements
- mortgage statements/agreement
- tenancy agreement(s)

### Children for whom you/your sponsor have parental responsibility

Please send **one** of the following:

- child's birth or adoption certificate
- parental order, child arrangements order, residence order, or contact order (if relevant).

## Section 12: Descendant under 21

Please send:

- evidence of your/the child's relationship to the sponsor (such as a birth or adoption certificate or parental order – see Annex F)

If you are (or the relevant child is) under 18 and not living with both parents named on the birth or adoption certificate or parental order, give the reasons for this in Section 12.3 and provide any relevant supporting evidence, such as:

- relevant court order (such as a child arrangements order, residence order, or contact order)
- letter from parent(s) confirming that they consent to the child's current living arrangements

## Section 13: Dependent family member (child or grandchild aged 21 or over, parent, grandparent)

Evidence of your/the family member's financial dependency, such as **one** of the following:

- money transfer receipts from the sponsor to you/the family member
- bank statements showing receipt of money from the sponsor
- sponsor's bank statements or other evidence of their financial resources
- evidence of living in the same household as the sponsor, if relevant – such as a tenancy agreement naming you/the family member and the sponsor, utility bills with your/the family member's name on, etc

## Section 14: Dependent relative or member of EEA national's household

**Evidence of financial dependency since you were last issued with a registration certificate or residence card**

Please provide **one** piece of evidence to cover each of the following (as applicable):

- money transfer receipts from your sponsor to you
- your bank statements showing receipt of money from your sponsor
- sponsor's bank statements or other evidence of their financial resources
- proof of any outgoings, if relevant – such as utility bills, mobile phone bills, medical bills, etc

**Evidence of membership of EEA national's household**

Please provide **one** piece of evidence to cover each of the following:

- proof that the EEA national owns or rents the accommodation – such as a mortgage agreement or tenancy agreement
- evidence that you and the EEA national live there – such as a tenancy agreement or utility bill showing your name and address, etc (see Section 5 for examples of documents you can send)

**Evidence of any medical condition you have and the care required (if relevant)**

- letter from a registered medical practitioner confirming your condition and what care you require

## **Section 15: Relative who strictly requires personal care**

Please provide:

- a detailed medical report from a registered medical consultant giving details of your medical condition and the type of care you require
- a letter or statement from your EEA national sponsor confirming what care they provide you with and how often
- if you also receive medical care from anyone else or another organisation, a letter from that person or organisation giving details of this

## **Section 16: Public funds / state benefits**

- you or your sponsor's bank statements showing receipt of the relevant benefit(s)
- letter(s) from Jobcentre Plus, Department for Work and Pensions, Her Majesty's Revenue and Customs, or the local authority, confirming receipt of the relevant benefit(s)

## **Sections 17 - 20**

Complete these sections as required.

You must complete the declaration(s) at Section 19. If you do not, your application will be rejected as invalid.

## Annex A: Applicants who wish to apply for British citizenship

If you wish to apply for British citizenship immediately after obtaining your permanent residence document, and you are not the spouse or civil partner of a British citizen, you should make sure that you provide evidence covering a continuous period of residence of at least 6 years.

It may be easiest for you to provide evidence for your most recent 6 years, though you may find it beneficial to submit evidence to cover earlier dates that you exercised a Treaty right continuously for 5 years. Providing it at this stage will ensure your most relevant information is used and may allow you to apply for citizenship sooner.

### **If my application is successful, how soon can I apply for British citizenship?**

If you meet the relevant criteria and are married to, or in a civil partnership with, a British citizen, you can apply for British citizenship as soon as you get your permanent residence document.

If you're not the spouse or civil partner of a British citizen, you must have held permanent residence status in the UK **for at least 12 months** before you are eligible to apply. This means, for most people, that you must have lived in the UK for at least 6 years before you can apply for British citizenship. If you apply too early, your citizenship application will be refused.

For details of the requirements, see: [www.gov.uk/browse/citizenship/citizenship](http://www.gov.uk/browse/citizenship/citizenship).

### **How will I know the date I acquired permanent residence in order to know when I am eligible to apply for British citizenship?**

If your application is successful, we will send you your permanent residence document and a letter telling you the date on which, based on the evidence provided, you are deemed to have acquired permanent residence.

Please note that once the application is concluded, we are unable to revise the date you are deemed to have acquired permanent residence without a fresh application being made. It's therefore important that you provide sufficient evidence with your application for the whole period that you want us to take into account.

Use the date that you were deemed to have acquired permanent residence, as stated in the letter we will send you, to help you decide when to apply for British citizenship, if you wish to do so.

Please note that the date printed on your permanent residence document will relate only to the date the document was issued and will be different from the deemed date given in the letter (the date you are deemed to have acquired permanent residence).

## Annex B: Applicants who are EU8 nationals and the Worker Registration Scheme

On 1 May 2004 a group of Eastern European nations joined the European Union (EU). These comprised of citizens from the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia. When these 'EU8' countries joined, the UK introduced restrictions on their nationals' ability to work in the UK. These lasted until 30 April 2011. The restrictions meant that in order to work lawfully in the UK, EU8 nationals had to register their employment under the Worker Registration Scheme. Once they had completed a continuous 12 months employment under the scheme, they could work freely and no longer needed authorisation from the Home Office in order to take up a post.

If you are an EU8 national and claim to have acquired permanent residence by relying on any period of employment between 1 May 2004 to 30 April 2011, you will need to show that:

- your employment during that period was registered under the Worker Registration Scheme and so lawful; or
- you were exempt from the requirements of the Worker Registration Scheme during that period of employment.

If you rely on employment that does not come under either of the conditions above, it will be deemed as unauthorised and so not count towards the 5 year qualifying period you will need to acquire permanent residence.

See the guidance notes for Section 9 for guidance on what evidence you need to submit.

## Annex C: Applicants who are EU2 nationals and Accession Worker Cards

On 1 January 2007, Bulgaria and Romania joined the EU. When these 'EU2' countries joined, the UK introduced restrictions on their nationals' ability to work in the UK which lasted until 31 December 2013. The restrictions meant that in order to work lawfully in the UK, EU2 nationals who were not in an exempt category had to apply to the Home Office for an accession worker card before they could take up a post. Once they had completed a continuous 12 months employment in line with their accession worker card, they could work freely and no longer needed authorisation from the Home Office in order to take up a position.

If you are an EU2 national and claim to have acquired permanent residence by relying on any period of employment between 1 January 2007 to 31 December 2013, you will need to show that you:

- obtained an accession worker card for that employment during that period, making it lawful, or
- were exempt from the work authorisation requirements of the Accession (Immigration and Worker Authorisation) Regulations 2006 during that period of employment.

If you rely on employment that does not come under either of the conditions above, it will be deemed as unauthorised and so not count towards the 5-year qualifying period you will need to acquire permanent residence.

See the guidance notes for Section 9 for guidance on what evidence you need to submit.

## Annex D: Applicants who are Croatian nationals and worker authorisation

On 1 July 2013, Croatia joined the EU. When Croatia joined, the UK introduced restrictions on Croatian nationals' ability to work in the UK which remain in force. The restrictions mean that in order to work lawfully in the UK, Croatian nationals who do not fall into an exempt category have to apply to the Home Office for worker authorisation before they can take up a post. This worker authorisation takes the form of a purple registration certificate and, with some minor exceptions, is only available for posts within the Tier 2 or Tier 5 categories of the Points Based System. Once they have completed a continuous 12 months employment in line with their purple registration certificate, a Croatian national can work freely and no longer needs authorisation from the Home Office in order to take up a position.

If you are a Croatian national and claim to have acquired permanent residence by relying on any period of employment after 1 July 2013 you will need to show that you:

- obtained worker authorisation (such as a purple registration certificate) for that employment, making it lawful; or
- were exempt from the work authorisation requirements of the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013 during that period of employment.

If you rely on employment that does not come under either of the conditions above, it will be deemed as unauthorised and so not count towards the 5-year qualifying period you will need to acquire permanent residence.

See the guidance notes for Section 9 for guidance on what evidence you need to submit.

## Annex E: Applicants who are in the UK in breach of immigration laws

Please be aware that making this application does not automatically entitle you to remain in the UK while your application is being considered. If you are a person who requires, but no longer has, leave to enter or remain in the UK and the Home Office is satisfied that you do not qualify for a document certifying permanent residence, a permanent residence card or any other form of leave, you may be liable to be removed. If you are detained for immigration purposes, you must immediately inform the Home Office and your detention centre that you have submitted an EEA application. Details of how to contact the Home Office can be found at:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

## Annex F: evidence of relationships

If you are applying as a family member or extended family member (other than an unmarried partner), or you are including family members/extended family members in your application, you must show how you/they are (or were) related to the sponsor by providing relevant birth, adoption, marriage or civil partnership certificates.

Examples are listed below for the main types of relationship. If you're the unmarried partner of the sponsor, see Section 11.

Note: For birth certificates we would normally expect a 'full' birth certificate – this means a birth certificate which shows the name of the child, the child's parent(s), date of birth and place of birth.

Please provide the following documents, which we accept as evidence to confirm your relationship to the EEA national sponsor.

### **Spouse or civil partner of the sponsor**

- your marriage or civil partnership certificate

### **Child of the sponsor**

- your birth or adoption certificate

### **Grandchild of the sponsor**

- your birth or adoption certificate
- birth certificate of your mother or father to confirm your relationship to the sponsor

### **Parent of the sponsor**

- your child's (that is the sponsor's) birth or adoption certificate

### **Grandparent of the sponsor**

- birth or adoption certificate of your child (that is the mother/father of the sponsor)
- birth or adoption certificate of the sponsor (that is your grandchild)

### **Brother/sister of the EEA national sponsor**

- your birth or adoption certificate
- the relevant EEA national's (that is your brother's or sister's) birth or adoption certificate

### **Aunt/uncle of the EEA national sponsor**

- your birth or adoption certificate
- birth certificate or adoption certificate of your brother or sister (that is the parent of your EEA national nephew/niece)
- the relevant EEA national's (that is your nephew's or niece's) birth or adoption certificate

### **First cousin of the EEA national sponsor**

- your birth or adoption certificate
- birth or adoption certificate of your mother/father (depending on whether the relationship is through your mother or father)
- birth or adoption certificate of your mother's/father's brother or sister (that is the parent of the relevant EEA national)

- the relevant EEA national's (your cousin's) birth or adoption certificate

### **Nephew/niece of the EEA national sponsor**

- your birth or adoption certificate
- birth or adoption certificate of your mother/father (that is the brother/sister of the relevant EEA national)
- the relevant EEA national's (your aunt's/uncle's) birth or adoption certificate

### **Family member or relative of the sponsor's spouse or civil partner**

If you are a relative of the sponsor's spouse or civil partner, rather than of the EEA national, then you must submit the relevant combination of documents outlined above, and:

- marriage or civil partnership certificate of the sponsor and their spouse or civil partner

### **Other relationships or other evidence**

If you are related to the sponsor in any other way, or you otherwise cannot submit the documents listed above, you must submit any other relevant evidence clearly showing the relationship.

## Annex G: evidence of self employment

We accept any **one** of the following, covering the relevant qualifying period:

- proof of self-assessment with HMRC
- business accounts
- P60s, including tax and National Insurance contributions for the relevant qualifying period

If you are able to send these, you do not need to provide additional evidence of self-employment.

Please ensure that your evidence shows a UK address.

If you are not able to send these, then you can instead provide **one** of the items from each of Categories 1, 2 and 3 below, for each relevant financial year in which the business was trading. Only if relevant to your business, you can also provide the evidence suggested in **either** Category 4, 5, 6 below.

### Category 1: Tax and National Insurance documents

For any period in which you were/your sponsor was self-employed, you must show that you/they were registered with Her Majesty's Revenue and Customs (HMRC) and paying any relevant Income Tax, National Insurance or Value Added Tax (VAT) as a self-employed person.

**Note:** If you wish to use tax and National Insurance documents as evidence you should only provide **one** item from any of the groups below to cover each year of your self-employment within your qualifying residence period:

#### (a) Income Tax documents

For each relevant financial year in which the business was trading:

- copies or printouts of Self Assessment tax returns (SA100) for the relevant period and evidence that they have been received by HMRC (such as written notification or printout of online confirmation)
- statements of account (SA300) or tax calculations (SA302) issued by HMRC
- P60s showing tax and National Insurance paid for each relevant financial year (such as if the self-employed person was a company director)
- receipts or other written confirmation issued by HMRC of relevant taxes paid

If the self-employed person hasn't been trading long enough to pay tax or to send a Self Assessment tax return, you must show that you/they have registered as self-employed with HMRC. Please send **one** of the following:

- copy of form CWF1 or printout of their online registration as a self-employed person with HMRC
- evidence that HMRC has received their application – such as letter or printout of online acknowledgement
- notification from HMRC of their national insurance number and/or unique taxpayer reference number

#### (b) National Insurance documents

For each relevant financial year:

- stamped receipts showing payment of class 2 National Insurance contributions during the relevant period (if paid in person at the post office or over the counter at the bank)

- evidence from your/your sponsor's bank statements showing payment of National Insurance contributions if paid by BACS, CHAPs, online or telephone banking or (before July 2015) direct debit (direct debits should show on bank statements as 'HMRC NI – DD')
- if you are/were or your sponsor is/was a company director who receives/received wage slips, and these show payment of National Insurance contributions through the PAYE system, all relevant wage slips
- if you are/were or your sponsor is/was a self-employed subcontractor under the Construction Industry Scheme (CIS), send your/their CIS pay and deduction statements from the contractor showing unique taxpayer reference (UTR) number and CIS deductions for the relevant period
- certificate of small earnings exception issued by HMRC (if you/your sponsor did not earn enough during the relevant tax year to pay National Insurance)
- any other written confirmation from HMRC of National Insurance paid.

### **(c) Proof of VAT registration (if applicable):**

If, in any relevant tax year, the business turnover exceeded, exceeds, or is expected to exceed, the VAT threshold (£82,000 for 2015/16, £83,000 for 2016/17), please send **both**:

- a certificate of VAT registration
- the VAT return for the relevant financial year (a copy or print-out) confirming the VAT registration number

### **Category 2: Proof of earnings from self-employment**

If you wish to provide proof of earnings as evidence of self-employment, please provide **one** piece of evidence from the list below to cover at least every relevant year of trading:

- copies of invoices, receipts for payments, etc – if the business is a limited company, these must be on company-headed paper
- personal bank statements showing receipt of payments for work carried out
- business bank statements – you or your sponsor must be named on the account, or otherwise provide evidence to show that you/they have access to the account
- if trading for more than 12 months, a copy of your/your sponsor's statutory accounts for the relevant period with a letter from your/their accountant confirming gross/net profit for the relevant period
- if you have/your sponsor has been a subcontractor under the Construction Industry Scheme, your/their CIS pay and deduction statement, together with **one** of the above documents

If you are/were or your sponsor is/was a company director who receives/received a salary, please provide **one** of the following:

- **three** payslips for each year within the relevant qualifying period
- **three** personal bank statements for each year showing receipt of wages

If you are/were or your sponsor is/was a company director who receives/received dividends, send:

- dividend vouchers for dividends declared in your/your sponsor's favour showing the company's and your/your sponsor's details, with the net dividend amount and tax credit, to cover each year of the relevant qualifying period
- personal bank statement(s) showing that those dividends were paid into your/your sponsor's bank account

### **Category 3: Evidence that the business is/was actively trading**

If you wish to provide evidence that a business is/was actively trading, please provide **2** pieces of evidence from the following list for each relevant year of trading:

- copies of invoices for services provided
- contracts to provide services

#### **Category 4: Additional evidence if the business is a partnership**

If you wish to provide evidence that the business is a partnership please provide **one** of the following:

- proof that the partnership is registered with Companies House (certificate of incorporation)
- if you are/your sponsor is the 'nominated partner' in the business, a copy or printout of the partnership tax return (SA800) and confirmation that it has been received by HMRC (such as written notification or printout of online confirmation)

#### **Category 5: Additional evidence if the business is a limited company**

If you wish to provide evidence that the business is a limited company, please provide **one** of the following:

- proof that the company is registered with Companies House (such as certificate of incorporation – certified copy is acceptable)
- proof that the company is registered with HMRC as an employer for PAYE and national insurance purposes
- company tax returns (CT600) (copies or printouts) for each year of the relevant period and evidence of receipt by HMRC (letter or online acknowledgement)
- appointment report from Companies House (company director only)
- if the company has been trading for one year or more, a copy of the company annual return (AR01), or a printout of the return if it was sent electronically, together with proof that it has been received by Companies House (letter or printout of online acknowledgment)

#### **Category 6: Additional evidence if the business is a franchise**

- franchise agreement signed by both or all parties

## Annex H: Example scenarios and suggested adequate evidence of activity

### 1. Exercising Treaty rights as a worker

Applicant's nationality	Treaty rights activity	Duration of residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity
EEA	Worker	5 years	5 years	n/a	n/a	Permanent Residence	5 consecutive P60s No additional evidence of residence required
EEA	Worker	6 years	6 years	n/a	n/a	Permanent Residence	5 consecutive P60s No additional evidence of residence required
EEA	Worker	10 years	10 years	n/a	n/a	Permanent Residence	5 consecutive P60s from within the 10 year period  Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm ongoing residence in the UK, but only <u>if more than 2 years has elapsed</u> since the end of the activities evidenced (see Section 5 for examples).

## 2. Applicants who have been a worker and a student

Applicant's nationality	Treaty rights activity	Total duration of residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity
EEA national	Worker and student	5 years	3 years	2 years	n/a	Permanent Residence	<p>For employment: 3 consecutive P60s for the employment period; and</p> <p>For studies in the UK consecutive to the evidenced work period:</p> <ul style="list-style-type: none"> <li>confirmation of study/studying with a recognised educational institution: proof of enrolment, or letter from the organisation confirming course, period of study with start date, or qualification (if course start date is shown) if study is now complete; and</li> <li><b>one</b> bank statement per year of study, or similar; or evidence of grant or sponsorship covering the period of study, evidencing your financial self sufficiency; or written confirmation from the student that they have enough money; and</li> <li>evidence that you had Comprehensive Sickness Insurance for yourself and any family members for the period of study (unless previously issued with a registration certificate on the basis of residence in the UK as a student before 20 June 2011).</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period other than the period of working to confirm residence in the UK (see Section 5 for examples).</p>

Applicant's nationality	Treaty rights activity	Duration of residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity
EEA national	Worker and student	10 years	7 years	3 years	n/a	Permanent Residence	<p>Continuous evidence of employment and/or study in the UK covering the earliest 5 year period for which you can provide evidence.</p> <p>For employment: P60 for each year of employment; and</p> <p>For studies in the UK:</p> <ul style="list-style-type: none"> <li>• confirmation of study/studying with a recognised educational institution: proof of enrolment, letter from organisation confirming course, period of study with start date, or qualification (if course start date is shown) if study is now complete, consecutive to the work evidence; and</li> <li>• <b>one</b> bank statement per year of study, or similar; or evidence of grant or sponsorship covering the period of study, evidencing your financial self sufficiency; or written confirmation from the student that they have enough money; and</li> <li>• evidence that you had Comprehensive Sickness Insurance for yourself and any family members for the period of study (unless previously issued with a registration certificate on the basis of residence in the UK as a student before 20 June 2011).</li> </ul> <p>Plus <b>one</b> piece of evidence for every 12 month period other than the period of working</p>

							to confirm ongoing residence in the UK if <u>more than 2 years has elapsed</u> since the end of the activities evidenced (see Section 5 for examples).
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### 3. Exercising Treaty rights as a student

Applicant's nationality	Treaty rights activity	Duration of residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity
EEA national	Student	5 years	n/a	5 years	n/a	Permanent Residence	<ul style="list-style-type: none"> <li>• Confirmation of study/studying with educational institution(s): proof of enrolment, letter from organisation confirming course(s), period(s) of study with start date(s) or qualification (if course start date is shown) if study is now complete; and</li> <li>• <b>one</b> bank statement per year of study, or similar; or evidence of grant or sponsorship covering the period of study, evidencing your financial self sufficiency; or written confirmation from the student that they have enough money; and</li> <li>• evidence of Comprehensive Sickness Insurance for yourself and any family members for the whole period of study (unless previously issued with a registration certificate on the basis of residence in the UK as a student before 20 June 2011).</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see Section 5 for examples).</p>

#### 4. Exercising Treaty rights as a retained worker

Applicant's nationality	Treaty rights activity	Duration of residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity
EEA national	Worker and retained work	5 years	3 years		2 years	Permanent Residence	<ul style="list-style-type: none"> <li>• <b>3</b> P60s covering period of employment; and</li> <li>• evidence to confirm how your other 2 years of consecutive residence in the UK amounted to exercising a Treaty right(s) (see full guidance)</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period other than the period of working to confirm residence in the UK (see Section 5 for examples).</p>
EEA national	Worker and retained work	8 years	3 years		5 years	Permanent Residence	<p>If you are relying on the period you have been working please provide:</p> <ul style="list-style-type: none"> <li>• <b>3</b> consecutive P60s; and</li> <li>• evidence to confirm how at least 2 of the remaining 5 years residence in the UK amounted to exercising a Treaty right(s) (see the full guidance).</li> <li>• Evidence must be for 5 consecutive years.</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period other than working to confirm residence in the UK (see Section 5 for examples); and <b>one</b> piece of evidence for every qualifying 12 month period to confirm ongoing residence in the UK <u>if more than 2 years has elapsed</u> since the end of the activities evidenced (see Section 5 for examples).</p>

## 5. Exercising Treaty rights as a self employed person

Applicant's nationality	Treaty rights activity	Duration of residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity
EEA national	Self employed	5 years	5 years	n/a	n/a	Permanent Residence	<ul style="list-style-type: none"> <li>Proof of self assessment with HMRC or business accounts, or P60 including tax and National Insurance contributions for relevant period and showing a UK address;</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see Section 5 for examples).</p>
EEA national	Self employed	7 years	7 years	n/a	n/a	Permanent Residence	<ul style="list-style-type: none"> <li>Proof of self assessment with HMRC, or business accounts, or P60 including tax and National Insurance contributions for the relevant 5 year period and showing a UK address.</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see Section 5 for examples); and <b>one</b> piece of evidence for every qualifying 12 month period to confirm ongoing residence in the UK <u>if more than 2 years has elapsed</u> since the end of the activities evidenced (see Section 5 for examples).</p>

## 6. Exercising Treaty rights as a self sufficient person

Applicant's nationality	Treaty rights activity	Duration of residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity
EEA national	Self Sufficient	5 years	n/a	n/a	5 years	Permanent Residence	<ul style="list-style-type: none"> <li>• A bank statement or similar; <b>one</b> for each year for the appropriate period, showing received funds or lump sum proving sufficient funds to meet personal circumstances</li> <li>• Evidence that you had Comprehensive Sickness Insurance for yourself and any family members for the relevant period of self-sufficiency</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see Section 5 for example).</p>
EEA	Self Sufficient	8 years	n/a	n/a	8 years	Permanent Residence	<ul style="list-style-type: none"> <li>• A bank statement or similar; <b>one</b> for each year of the 5 year qualifying period, showing received funds or lump sum proving sufficient funds to meet personal circumstances</li> <li>• Evidence that you had Comprehensive Sickness Insurance for yourself and any family members the relevant period of self-sufficiency</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see Section 5 for examples).</p>

							Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm ongoing residence in the UK <u>if more than 2 years has elapsed</u> since the end of the activities evidenced (see Section 5 for examples).
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Applicant's nationality	Treaty rights activity	Duration of residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity
EEA national	Self sufficient retired	5 Years	n/a	n/a	5 years	Permanent Residence	<ul style="list-style-type: none"> <li>• A pension statement showing monthly or yearly payment or a bank statement showing payment from pension provider or similar, <b>one</b> for each year for the appropriate period</li> <li>• Evidence that you had Comprehensive Sickness Insurance for yourself and any family members for the relevant period of self-sufficiency</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see Section 5 for examples).</p>
EEA national	Self sufficient retired	12 Years	n/a	n/a	12 years	Permanent Residence	<ul style="list-style-type: none"> <li>• A pension statement showing monthly or yearly payment or a bank statement showing payment from pension provider or similar, <b>one</b> for each year for the 5 year period being submitted</li> <li>• Evidence that you had Comprehensive Sickness Insurance for yourself and any family members for the relevant period of self-sufficiency</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see section 5 for examples); and</p>

							<b>one</b> piece of evidence for every 12 month period to confirm ongoing residence in the UK if <u>more than 2 years has elapsed</u> since the end of the activities evidenced (see Section 5 for examples).
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## 7. Applying as a Family Member and Extended Family member

Applicants applying as a Family Member or as an Extended Family Member must provide evidence that their EEA sponsor is exercising Treaty Right(s) in the UK and also evidence of their relationship to that sponsor.

Applicant's nationality	Treaty rights activity	Duration of Residence in UK	Employed	Education	Other	Application type	Suggested adequate evidence of activity to provide
EEA national <b>or</b> Non EEA national	Family Member (sponsor is working)	5 Years	5 years	n/a	n/a	Permanent residence	<ul style="list-style-type: none"> <li>5 consecutive P60s for the EEA national sponsor; and</li> <li>proof of relationship between the applicant and the sponsor (<b>one</b> of either a marriage certificate, birth certificate, adoption certificate (whichever is the most appropriate))</li> </ul> <p>Plus <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see Section 5 for examples).</p>
EEA national <b>or</b> Non EEA national	Family Member (sponsor is working)	8 Years	7 years	n/a	n/a	Permanent residence	<ul style="list-style-type: none"> <li>5 consecutive P60s for the EEA national sponsor; and</li> <li>proof of relationship between the applicant and the sponsor (<b>one</b> of either a marriage certificate, birth certificate, adoption certificate (whichever is the most appropriate))</li> </ul> <p>Plus, for the applicant, <b>one</b> piece of evidence for every qualifying 12 month period to confirm residence in the UK (see Section 5 for examples); and <b>one</b> piece of evidence for every qualifying 12- month period to confirm ongoing residence in the UK <u>if more than 2 years has elapsed</u> since the end of the activities</p>

							evidenced (see Section 5 for examples).
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