



## EEA(QP): guidance notes

This document provides detailed guidance on the evidence you must submit if you're applying for a registration certificate as a qualified person.

Read this document carefully before you submit your application. If you do not submit sufficient evidence to show that you're a qualified person, we will refuse your application.

It's not mandatory to use the EEA(QP) application form but it will assist us in dealing with your application more efficiently if you do. Even if you choose not to use this form, you must pay the specified fee and submit the relevant supporting documents.

If your application contains errors or is missing information it may be rejected as invalid. Your application will not be considered and your fee will be refunded less an administration fee of £25 for each person included in the application.

Unless otherwise stated, please send original documents only. Photocopies are not acceptable. If you're unable to send the original, please explain why. We're unlikely to be able to approve your application without sight of the original document.

If you receive bank statements in online/electronic format only, ask your bank to stamp each page with their official stamp.

If you wish to send any documents that are not in English or Welsh, you must get the document translated by a qualified professional translator. Ask the translator or translation company to confirm in writing on the translation:

- that it's 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.

Send your completed application form, supporting documents, and payment of £65, to:

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

Alternatively, you can apply in person at Croydon Premium Service Centre. To book an appointment, go to: [www.gov.uk/ukvi-premium-service-centres/book-an-appointment](http://www.gov.uk/ukvi-premium-service-centres/book-an-appointment).

If applying by post, 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 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.

### **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 you do not qualify for a 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.

### **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, you change employment or place of study, become a qualified person in a different category, or stop being a qualified person), you must inform the Home Office immediately and provide any relevant supporting documents.

## Payment section

Complete this section carefully and ensure you enclose payment of £65. If you do not, your application will be invalid and returned to you without consideration.

## Section 1: Your personal details

### Photographs

- 2 passport sized photographs of you with your name written on the back and which conform to the standards specified at [www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports).

### Proof of your identity and nationality

- Your valid passport, **or**
- Your valid national identity card.

Make sure that you have signed your passport if this is required.

If you're not able to submit a valid passport or national identity card for any reason, you must explain why and submit alternative evidence of your identity and nationality (see also section 1.19 of the application form).

**Please note:** we can only accept alternative evidence of your identity and nationality if you're unable to submit a valid passport or national identity card due to circumstances beyond your control.

## Section 2: Category of qualified person

Complete this section as required.

## Section 3: Working in the UK

### Proof of your employment

- Ask your employer to complete the declaration in section 3B, **or**
- Enclose a letter from your employer confirming the details in section 3A. This must be signed and dated by the employer, include the employer's contact details, and be on the letter-headed paper of the employer.

### Proof of your income or salary

- Your wage slips, and/or
- Your bank statements showing receipt of your wages.

The evidence should cover at least the last three months before the date of your application. If you've been working for the employer for less than three months, the evidence should cover the entire period of employment.

## Section 4: Previously working in the UK (retained worker status)

### Subsection A: previous employment

## **Proof of your previous employment**

- A letter from your previous employer confirming the details of your employment given in section 4A of the application form. The letter must be signed and dated by the employer, include the employer's contact details, and be on the letter-headed paper of the employer. The letter must also state the:
  - date you stopped working for them, and
  - reason your employment ended.

## **Proof of your income or salary**

- Your wage slips, and/or
- Your bank statements showing receipt of your wages.

The evidence should cover at least the last three months of your employment. If you worked for the employer for less than three months, the evidence should cover the entire period of employment.

## **Alternative evidence**

If you can't submit the documents above (for example, if the relevant employer is no longer trading), you should enclose a letter explaining why not and you must submit alternative evidence of your previous employment, such as:

- signed and dated contract of employment
- form P45
- most recent P60
- letter of redundancy or dismissal from the employer
- letter from the employer accepting your resignation
- employment tribunal judgment
- any other relevant evidence.

## **Subsection B: temporary incapacity**

- A letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long your incapacity is likely to last
- If you're receiving any payment from the employer (including statutory sick pay), or any sickness-related benefits, evidence of this.

## **Subsection C: vocational training**

A letter from your training provider confirming:

- the title of the training course
- how long the training is expected to last
- qualification the training leads to (if any)
- if you left your last job voluntarily, how the training is related to your previous employment
- any other relevant details.

## **Subsection D: involuntarily unemployed jobseeker**

- Letter(s) from Jobcentre Plus (or the Jobs and Benefits Office or Social Security Office if you live in Northern Ireland) confirming the date you registered with them
- Evidence of any job-seeking benefits you receive – see notes for section 9 below
- Evidence that you're looking for work and have a genuine chance of finding it – see notes for section 8 below.

## Section 5: Self-employed

### Subsection A: proof of your self-employment

See Annex A for guidance.

### Subsection B: temporary incapacity (if relevant)

- A letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long your incapacity is likely to last
- Evidence of any sickness or disability related benefits – see notes for section 9 below.

## Section 6: Self-sufficient

### Proof of your financial resources

One or more of the following:

- Itemised bank statements covering at least the last three months
- Building society pass book
- Evidence of receipt of a pension
- Evidence of income from rental property
- Wage slips from lawful employment
- Evidence of income from lawful self-employment
- Any other relevant evidence of the financial resources available to you.

The documents must be in your name, or in the name of a person who is financially supporting you. If a relative, friend or other person is financially supporting you, enclose a signed and dated letter from that person confirming that they are supporting you and for how long, together with evidence of their financial resources (as above).

### Proof of comprehensive sickness insurance

One of the following:

- If you have private medical insurance, you should enclose a schedule or other document from the insurance provider outlining the level of cover – this must cover you (and your family members in the UK, if applicable) for the majority of risks while you're in the UK
- Valid European Health Insurance Card (EHIC) issued by an EEA Member State (other than the UK), together with a statement confirming that you do not intend to live permanently in the UK
- Form S1 (formerly E106, E109 and 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).

## Section 7: Student

### Proof of enrolment on a course of study

- A letter from your school, college, university or other educational/training establishment confirming your enrolment on a course – the letter must be signed and dated by an official of the establishment, be on their letter-headed paper, and confirm the details of your course as stated in section 7

- If you're doing a work placement as part of a vocational course, also include a letter from your work placement provider giving details of the placement.

## **Proof of your financial resources**

One or more of the following:

- Itemised bank statements
- Building society pass book
- Wage slips from lawful employment
- Evidence of a grant, scholarship or bursary paid to you
- Any other evidence of your financial resources – see notes for section 6 above on what evidence you can submit, or
- A declaration, signed and dated by you, confirming that you have sufficient financial resources for you (and your family members living in the UK, if applicable) not to become a burden on the UK's social assistance system during your period of stay in the UK as a student – this should be witnessed and counter-signed by a Commissioner for Oaths, public notary, or magistrate.

## **Proof of comprehensive sickness insurance**

- See notes for section 6 above for guidance on the evidence you must submit.

**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).

## **Section 8: Jobseeker (looking for work)**

### **Proof of your previous status**

- If you completed subsection B of section 8, evidence of your status before you started looking for work. See the guidance notes for sections 4-7 above.

### **Evidence that you're looking for work and have a genuine chance of finding it**

- Proof of registration with a recruitment agency
- 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)
- Copies of recent job applications
- Rejection letters from employers
- Invitations to job interviews
- Evidence of relevant professional, vocational or academic qualifications, or relevant work experience
- Evidence of any training you're doing or have done to improve your chances of finding work
- Any other relevant evidence.

## **Section 9: Public funds / state benefits**

- Your 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 your local authority, confirming receipt of the relevant benefit(s).

## **Sections 10-12**

Complete these sections as required.

# Annex A: evidence of self-employment

## 1. Tax and national insurance documents

You must show that you're 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.

### a) Income tax documents – at least one of the following:

- copy or printout of your most recent self-assessment tax return (SA100) and evidence that it has been received by HMRC (e.g. written notification or printout of online confirmation)
- your most recent statement of account (SA300) or tax calculation (SA302) issued by HMRC
- if you're a company director, your most recent P60
- receipt or other written confirmation issued by HMRC for payment of tax as a self-employed person.

If you haven't been trading long enough to pay tax or send a self-assessment tax return, you must show that you have registered as self-employed with HMRC. Please send at least one of the following:

- copy of form CWF1 or printout of your online registration as a self-employed person with HMRC
- evidence that HMRC have received your application – e.g. letter or printout of online acknowledgement
- written notification from HMRC of your unique taxpayer reference number.

### b) National insurance documents – at least one of the following:

- stamped receipts showing payment of class 2 national insurance contributions (e.g. if you pay them in person at the post office or over the counter at your bank)
- evidence from your bank statements showing payment of class 2 national insurance contributions if you've paid by BACS, CHAPs, online or telephone banking or (before July 2015) direct debit (these should show on your bank statement as 'HMRC NI – DD')
- any other written confirmation from HMRC of national insurance paid.

### If you're a company director who receives wage slips:

- you can use your wage slips as evidence if these show you have paid national insurance contributions through the PAYE system – the wage slips should cover at least the last 3 months.

### If you're a self-employed subcontractor under the Construction Industry Scheme (CIS):

- you can send your most recent CIS payment and deduction statement from your contractor showing your unique taxpayer reference (UTR) number and CIS deductions.

### If you don't earn enough to pay national insurance contributions:

- send your certificate of small earnings exception issued by HMRC, or evidence that you have applied for one.

### c) Proof of VAT registration (if relevant)

If your business's turnover exceeds, or is expected to exceed, the VAT threshold (£81,000 for 2014/15, £82,000 for 2015/16), send:

- a certificate of VAT registration, and

- the VAT return for the last full financial year (a copy or print-out) confirming the VAT registration number.

## **2. Proof of earnings from self-employment**

At least **two** of the following:

- copies of invoices issued by you or your business, receipts for payments, etc – if your business is a limited company, these must be on company-headed paper
- personal bank statements showing receipt of payments covering at least the last three months
- business bank statements covering at least the last three months – you must be named on the account, or otherwise provide evidence to show that you have access to the account
- if trading for more than 12 months, a copy of your most recent statutory accounts with a letter from your accountant confirming gross/net profit for the relevant period.

**If you're a subcontractor under the Construction Industry Scheme (CIS), send your:**

- CIS payment and deduction statement, and
- one of the documents listed above.

**If you're a company director who receives a salary, send your:**

- wage slips covering the last three months (or all wage slips issued if you've been a company director for less than three months), and
- personal bank statements showing receipt of wages.

**If you're a company director who receives dividends, send your:**

- dividend vouchers for dividends declared in your favour showing the company's and your details, with your net dividend amount and tax credit, and
- personal bank statement(s) showing that those dividends were paid into your bank account.

## **3. Evidence that your business is actively trading**

At least **two** of the following:

- copies of invoices for services provided
- contracts to provide services
- receipts for purchase of tools or business equipment
- testimonials or references from clients, with their contact details (note: we will verify these documents)
- examples of business advertising (such as flyers, online advertising, listing in Yellow Pages, listing in trade magazines or on trade websites)
- any other relevant evidence.

## **4. Additional evidence if you're a partner in a business partnership**

- Proof that the partnership is registered with Companies House (certificate of incorporation – certified copy is acceptable)
- If you're the 'nominated partner' in the business, a copy or printout of your partnership tax return (SA800) and confirmation that it has been received by HMRC (e.g. written notification or printout of online confirmation).

## **5. Additional evidence if you're a partner in, or director of, a limited company**

At least **two** of the following:

- proof that the company is registered with Companies House (e.g. certificate of incorporation – certified copy is acceptable)

- proof that the company is registered with HMRC as an employer for PAYE and national insurance purposes
- most recent company tax return (CT600) (copy or printout) and evidence of receipt by HMRC (letter or online acknowledgement)
- current appointment report from Companies House (if you're a company director)
- if the company has been trading for one year or more, a copy of your company annual return (AR01), or a printout of your return if you sent it electronically, together with proof that it has been received by Companies House (letter or printout of online acknowledgment).

## **6. Additional evidence if you run a franchise**

- Franchise agreement signed by both or all parties.

## **7. Evidence of qualifications or professional registration if required for your trade**

For some businesses, you must be qualified, licensed, or registered with a professional or statutory scheme to be trading legally. Some examples are given below – certified copies are acceptable:

- full valid driving licence if you're required to drive as part of your business
- Security Industry Authority (SIA) licence if you're a security guard or doorman ('bouncer')
- your Gas Safe registration card or reference number if you're a gas-fitter
- certificate issued by Environmental Health if you run a restaurant, café, takeaway or other food or catering business
- your General Medical Council (GMC) reference number if you're a doctor.

## **8. Other evidence**

You may wish to consider submitting some of the documents below – for example, if your business has only recently started trading or you have difficulty submitting some of the documents listed in 1-7 above:

- articles of association (limited company only)
- deed of partnership/partnership agreement (partnership only)
- proof of ownership of business premises, or lease/contract for use of premises
- evidence of shareholding
- proof of employer's liability insurance, indemnity insurance, or public liability insurance
- business plan (e.g. if your business is new)
- evidence of relevant professional qualifications or accreditation (other than mandatory qualifications or accreditation listed in 7 above).