



Home Office

## Guide UKM

Registration as a British citizen – A guide for certain persons born before 1983 to British mothers

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The law covering registration is set out in the British Nationality Act 1981 and the regulations made under it. The information given here is meant only as a brief guide to the law and to the Home Secretary's policy. It is not a comprehensive statement of either the law or the policy.

# Chapter 1: Introduction to the guide

Becoming a British citizen is a significant life event. Apart from allowing you to apply for a British citizen passport, British citizenship gives you the opportunity to participate more fully in the life of your local community.

For your application to succeed you will need to show that you satisfy a number of requirements that are set out in British nationality law. This guide aims to help you to make a successful application. It will also help you to prepare for British citizenship. It tells you what information to put into each section of the application form and which documents you need to supply.

The first chapter of this guide summarises the legal requirements for applying for registration.

It is important that you take care in completing the form and in making sure that you satisfy the requirements for registration. You also need to make sure that you have paid the correct fee (see the fees leaflet supplied separately). If you pay by cheque you should ensure that you have sufficient funds available. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. We will also accept credit/debit card payment. Cash, transcash or postal orders cannot be accepted. If you do not pay the correct fee your application will be returned to you unprocessed.

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

The law covering registration is contained in the British Nationality Act 1981 and the regulations made under it. This guide is intended to help you to apply. It is not a complete statement of the law or policy. Other information about citizenship and immigration is available on our website at [www.gov.uk/becoming-a-british-citizen](http://www.gov.uk/becoming-a-british-citizen)

# Chapter 2: The requirements you have to meet and the citizenship you will acquire if your application is successful

## THE REQUIREMENTS

You will be entitled to registration if you meet all four of the below requirements:

1. you were born before 1 January 1983; and
2. you would have become a citizen of the United Kingdom and Colonies by descent if women had been able to pass on citizenship to their children in the same way as men at the time of your birth; and
3. you have right of abode which you acquired because:
  - (i) your mother was, at the time of your birth, a citizen of the United Kingdom and Colonies by birth, legal adoption, naturalisation or registration\* in the United Kingdom, Channel Islands or Isle of Man; or
  - (ii) one of your mother's parents (the definition of "parent" here excludes the father, but includes the mother, of an illegitimate child) was a citizen of the United Kingdom and Colonies by birth, legal adoption, naturalisation or registration\* in the United Kingdom, Channel Islands or Isle of Man at the time of her birth; or
  - (iii) one of your father's parents (the definition of "father" and "parent" excludes the father of an illegitimate child) was a citizen of the United Kingdom and Colonies by birth, legal adoption, naturalisation or registration\* in the United Kingdom, Channel Islands or Isle of Man at the time of his birth; or
  - (iv) you were resident in the United Kingdom for a continuous period of 5 years before 1983 and had become settled in the United Kingdom by the end of that 5 year period; or
  - (v) you are a woman who, before 1 January 1983, was or had been married to a man with the right of abode in the United Kingdom.

\*Please note - registration does not include registration on the basis of a marriage on or after 28 October 1971 to a citizen of the United Kingdom and Colonies

and

4. the Secretary of State is satisfied that you are of good character.

Please note: it is important that you meet all of these requirements.

The law has been written in this way to ensure that only those who would have become British citizens automatically on 1 January 1983, had women been able to pass on citizenship before that date now have an opportunity to become British citizens by registration.

A lot of applications fail because the person meets the second of these requirements but not the third.

There is no registration option for people who would have become British Overseas citizens or British Dependent Territories citizens on 1 January 1983 if women had been able to pass on citizenship before that date and who, as a result, might now have had entitlements to British citizenship under other provisions.

### Notes:

You will meet the second requirement if at the time of your birth:

(a) your mother was:

- born, adopted, naturalised or registered in the United Kingdom and Colonies; or
- a British subject before 1 January 1949 and was born in a British protectorate, protected state or United Kingdom trust territory; or

(b) your mother was, at the time of your birth, a citizen of the United Kingdom and Colonies and:

(i) you were born, or your mother was born, in a British protectorate, protected state, mandated territory or trust territory or in any foreign place in which British subjects came under British extraterritorial jurisdiction;

or

(ii) you were born in a non-Commonwealth country between 1 January 1949 – 31 December 1982 (inclusive); or

(iii) you were born in a non-Commonwealth country before 1 January 1949 and your birth was registered within one year of its occurrence at a British consulate; or

(iv) your mother was in Crown service under the United Kingdom government at the time of your birth; or

(v) you were born in a Commonwealth country whose citizenship law had been the subject of an order under section 32(8) of the British Nationality Act 1948, but did not become a citizen of that country at birth.

NB – This only applies if you were born in Ceylon/Sri Lanka.

### **The citizenship you will acquire**

All successful applicants will become British citizens by descent. As a British citizen by descent you will not normally be able to pass on British citizenship to any children born outside British territory.

If you are resident in the United Kingdom, you may therefore wish to apply for naturalisation. This would give British citizenship otherwise than by descent, which would mean that you could pass on that citizenship to any children born abroad to you after naturalisation.

Further information about the requirements for citizenship can be obtained on our website or by contacting:

Citizenship and nationality enquiries [nationalityenquiries@homeoffice.gsi.gov.uk](mailto:nationalityenquiries@homeoffice.gsi.gov.uk)

Telephone: 0300 123 2253

# Chapter 3: How to fill in the application form

Please ensure that your names and other particulars on the form are written clearly and in BLOCK LETTERS using black ink. Problems can arise if the information you give is difficult to read or is incorrect. Also, please make sure that the information you give on the application form is correct before you make the application. (It is a criminal offence to give false information knowingly or recklessly). If your application is successful, your names and some other particulars will go on your certificate of registration and can only be changed in exceptional circumstances.

Information you give us will be treated in confidence, but may be disclosed to other Government Departments and agencies, local authorities and the police to enable them to carry out their functions. We may also consult some of these organisations with the information when carrying out enquiries concerning your application.

## SECTION 1: PERSONAL INFORMATION

These sections must be completed in all cases as fully as possible. If you are applying at the same time as your husband or wife or civil partner, you should each complete separate application forms.

The name that you give on the application form should be the same name that is on your current passport, travel document or Biometric Residence Permit. If you have married or entered a civil partnership and changed your name, and wish to be registered in that name, you should change your name on your other passport, travel documents and national identity card to reflect that name before sending us your application. HM Passport Office will not normally issue a passport in a name that is different to any other identity documents that you hold. This is to avoid a person having official documents in more than one identity.

Your name at birth must be given on the application form, for identity purposes, but may be omitted from your certificate of British citizenship if you have a special reason for requesting this – for example because you were adopted or are no longer living in the gender you were considered to have at the time of your birth.

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

Parts 1.27 to 1.40 – Details of maternal grandparent(s)/husband/residence in the United Kingdom. These sections only need to be completed where relevant (see Note B in Part 1 of this guide and Part 3).

If an agent (e.g. solicitor) is representing you, and you wish all correspondence to go through your agent, please put the name, address and telephone number in Part 1.14 to 1.17. Unless you are being represented by a private individual, it is the agent's business name, telephone number, etc., which you should put here.

## **OISC and Immigration Advice**

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

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

A full list of OISC regulated advisers is available on its website at [www.oisc.gov.uk](http://www.oisc.gov.uk)

If your application is approved, you will need to take part in a citizenship ceremony. The venue will normally be within a local authority area near where you live. If you want the ceremony in another area you should enter the name and address of that local authority office including the postcode.

Successful applicants are rarely exempted from ceremonies and then only if they are physically unable to attend or if their mental state would make it inappropriate to attend. If you wish to be exempted you should say why on a separate piece of paper and provide supporting evidence.

## **SECTION 2: GOOD CHARACTER**

To be of good character you should show respect for the rights and freedoms of the United Kingdom, observed its laws and fulfilled your duties and obligations as a resident of the United Kingdom. Checks will be carried out to ensure that the information you give is correct.

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

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

2.1–2.5 If you do not pay income tax through PAYE you must demonstrate that you have discharged your obligations towards the H.M. Revenue & Customs, by attaching a Self Assessment Statement of Account.

2.6–2.7 You must give details of all criminal convictions both within and outside the United Kingdom. These include road traffic offences. Fixed penalty notices (such as speeding or parking tickets) must be disclosed, although will not normally be taken into account unless:

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

Drink driving offences must be declared. If you have any endorsements on your driving licence you must provide the paper counterpart.

Please note that a driving conviction may not yet be disregarded despite any penalty points being removed from your driving licence.

Criminal record checks will be carried out in all cases. If you have a conviction within the relevant sentence based threshold you are unlikely to be registered as a British citizen. Similarly if you have been charged with a criminal offence and are awaiting trial or sentencing, you are advised not to make any application for registration until the outcome is known. If you are convicted, you should then consult the table overleaf.

	Sentence	Impact on Nationality applications
1	4 years' or more imprisonment	Application will normally be refused, regardless of when the conviction occurred.
2	Between 12 months' and 4 years' imprisonment	Application will normally be refused unless 15 years have passed since the end of the sentence.
3	Up to 12 months' imprisonment	Application will normally be refused unless 10 years have passed since the end of the sentence.
4	A non-custodial offence or other out of court disposal that is recorded on a person's criminal record.	Application will normally be refused if the conviction occurred in the last 3 years.

Notes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<https://www.gov.uk/government/publications/good-character-nationality-policy-guidance>.

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

2.8 – 2.9 You must give details of all civil judgments which have resulted in a court order being made against you, as well as any civil penalties under the UK Immigration Acts. If you have been declared bankrupt at any time you should give details of the bankruptcy proceedings. (Your application is unlikely to succeed if you are an undischarged bankrupt).

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

2.10 – 2.11 You must give details of any cautions (simple or conditional), warnings or reprimands you have received in the UK or any other country. Cautions, warnings and reprimands are out of court disposals that are recorded on a person's criminal record and are taken in to account when assessing a person's character.

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

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

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

2.14 – 2.17 You must also say here whether you have had any involvement in terrorism. If you do not regard something as an act of terrorism but you know that others do or might, you should mention it. You must also say whether you have been involved in any crimes in the course of armed conflict, including crimes against humanity, war crimes or genocide. If you are in any doubt as to whether something should be mentioned, you should mention it.

For the purpose of answering questions 2.14 to 2.17 you should refer to the definitions in this Guide on actions which may constitute genocide, crimes against humanity and war crimes.

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

<http://www.hms0.gov.uk/acts/acts2001/20010017.htm>

Alternatively, copies can be purchased from The Stationery Office, telephone 0870 600 5522.

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

### **Genocide**

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

### **Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

## **War Crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

## **Terrorist Activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purpose of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

## **Organisations concerned in terrorism**

An organisation is concerned in terrorism if it:

- a. commits or participates in acts of terrorism
  - b. prepares for terrorism,
  - c. promotes or encourages terrorism (including the unlawful glorification of terrorism),
- or
- d. is otherwise concerned in terrorism.

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

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

You should also tell us if you have any children who have been convicted of an offence or who have received a court order (e.g. an ASBO), We will consider if there are indications that you may have been complicit in their activities or particularly negligent in ensuring their good behaviour, and whether this reflects on your own ability to meet the good character requirement.

## Deception

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

Your application will be refused if you have attempted to deceive the Home Office within the last 10 years.

## Immigration Related Issues

Your application may also be refused if you have been involved in immigration offences in the last 10 years, such as entering the UK illegally, evading immigration control, helping someone else abuse the immigration laws, or abuse of the Knowledge of Language and Life in the UK requirement. Full details of our policy can be seen at:

<https://www.gov.uk/government/publications/good-character-nationality-policy-guidance>.

## SECTION 3: REFEREES AND IDENTITY

You must include a recent passport size photograph of yourself with your application. You must write your name and date of birth on the back of the photograph and this should then be glued or pasted into the space provided on the application form. The photograph must show the whole of the front of your face in reasonable light. It should not show your face wholly or partly concealed by your hair (beards, sideburns and moustaches excepted) or by a scarf or traditional dress. It should not show you wearing dark glasses or a hat, hood, cap or scarf. Your application must be endorsed by two referees.

One referee should be a person of any nationality who has professional standing, such as a minister of religion, civil servant or a member of a professional body, e.g. accountant or solicitor (but not representing you with this application). A list of acceptable professional persons can be found on our website.

The other referee must normally be the holder of a British citizen passport and either a professional person or over the age of 25.

Each referee should be:

- not related to you
- not related to the other referee
- not your solicitor or agent representing you with this application
- not employed by the Home Office

We will not accept a referee who has been convicted of an imprisonable offence (unless that conviction can be disregarded in line with the table shown on page 7 of this Guide).

If you are living abroad and do not know a British citizen who is qualified to act as one of your referees, a Commonwealth citizen or citizen of the country in which you are residing may complete and sign the form, provided he/she has professional standing in that country, has known you for three years and the Consul considers his/her signature to be acceptable.

Checks may be carried out to ensure that the referees do not have unspent convictions

(see page 7) and are qualified to act for you and that their signatures are genuine. It is a criminal offence to provide false information knowingly or recklessly, punishable with up to 3 months imprisonment or by a fine not exceeding £5,000 or both under section 46(1) of the British Nationality Act 1981.

Once you have two referees and they have completed Section 3 you should recheck the information you have provided and go to Section 4.

## **SECTION 4: BIOMETRIC ENROLMENT**

As part of your application, you are required to enrol your biometric details for the purpose of identity verification. You must complete the biometric enrolment section of the application form. You will then be issued with an enrolment letter, instructing you to make an appointment at a designated Post Office to have your biometric details recorded.

You will be charged an additional handling fee for this service, payable to the Post Office Ltd. You must pay the fee by cash or debit card when you attend your biometric enrolment appointment.

### **Do not send the biometric enrolment fee with your application fee.**

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of our website: [www.gov.uk/biometric-residence-permits](http://www.gov.uk/biometric-residence-permits)

If you have previously enrolled your biometric details and been issued with a biometric residence permit, you must include this with your application.

You will not be issued with a new biometric permit, but your current biometric permit will be returned to you, and your fingerprint details will be retained, until we are notified that you have attended your citizenship ceremony.

## **SECTION 5: DECLARATION BY APPLICANT**

Read this section carefully before inserting your name clearly in box 4.1 and ticking each box at 4.2 – 4.5 to confirm the points raised.

If you meet the requirements described in this guide please sign and date the form in box 4.6. You are advised to read this guide carefully to ensure that you do satisfy all the requirements.

You must normally sign the form yourself. If you cannot sign the form you must make a mark or a fingerprint and ask one of your referees to sign saying that it is your mark or fingerprint. If the applicant is not of sound mind and you are acting on his or her behalf you should sign to indicate your responsibility for the accuracy and completeness of the information provided. You must support this by explaining, in a covering letter, who you are and why the applicant cannot act on their own behalf. Confirmation from the applicant's medical practitioner or consultant should also be provided.

If the declaration in section 4 of the form is not completed, the application will be invalid.

# Chapter 4: What to send with the application form

PLEASE NOTE: If you require your valuable documents to be returned by secure post you should enclose a pre-paid self-addressed Royal Mail Special Delivery (or Recorded Signed For delivery) envelope with your application. The pre-paid self-addressed envelope should be sufficient to accommodate the size and weight of your documents and be insured to the appropriate level for the value of your documents. If this is not enclosed your documents will be returned to you using Royal Mail 2nd class post. Please consult Royal Mail's website at [www.royalmail.com](http://www.royalmail.com) for further information.

If you require your documents to be returned by courier, you must make your own arrangements for this. You must also provide a pre-paid, pre-addressed envelope/package, and ensure that the courier can collect from our Liverpool office when notified that the envelope/package is ready, and provide full contact details so that the collection can be arranged.

This section tells you the sort of documents you will need to send to us to consider your application. We cannot consider your application unless we have supporting documents. If you do not submit your application with supporting documents and the correct fee then the application will be returned to you unprocessed.

All documents submitted in support of your application must, where possible, be originals. We strongly recommend that you send your documents via courier service to ensure we receive them safely

## The Fee

The fee must be sent with the application form. Details of the current fee are available on our website at <https://www.gov.uk/becoming-a-british-citizen> NB. If you do not send the correct fee, the application will be invalid.

Documentary evidence that (had the law been different) you would have been a citizen of the United Kingdom and Colonies.

Please send the following documents:

- Your passport; and
- Your full birth certificate (one which includes the name of your parent(s), (which should be requested from the relevant authorities in your country of origin); and
- Your mother's full birth certificate; and either
- Her certificate of naturalisation or registration as a citizen of the United Kingdom and Colonies (or, before 1 January 1949, as a British subject); or
- Papers showing her legal adoption; or
- Her expired citizen of the United Kingdom and Colonies passport

If due to marriage, your name differs from that of your mother, as stated on one or both of your birth certificates; you must send marriage certificates that evidence that yours and/or your mother's name has changed.

If your mother was a citizen of the United Kingdom and Colonies by descent, and was in Crown service under the United Kingdom government at the time of your birth, please also send evidence of that service.

Documentary evidence that (had the law been different and had you been a citizen of the United Kingdom and Colonies), you would have had the right of abode and would have become a British citizen.

The evidence requested above may be enough to establish this. You only need to send additional evidence if your circumstances are as described in the paragraph below.

If, at the time of your birth, your mother was not a citizen of the United Kingdom and Colonies by birth, adoption, naturalisation or (as explained in the Notes in Part 1 of this Guide) registration in the United Kingdom, the Channel Islands or the Isle of Man, but one of her parents was such a citizen at that time, you will need to send the following evidence of this:

- Her parents' marriage certificate;
- Her father's or (as appropriate) mother's birth certificate;
- Her father's or (as appropriate) mother's certificate of naturalisation or registration as a citizen of the United Kingdom and Colonies (or, before 1 January 1949, as a British subject)

If, at the time of your birth, your mother was a citizen of the United Kingdom and Colonies but not by birth, adoption, naturalisation or (as explained in the Notes in Part 2 of this Guide) registration in the United Kingdom, the Channel Islands or the Isle of Man, or through one of her parents having acquired it in that way, you will need to send the following evidence:

- Passports, P60s, details of National Insurance contributions, DSS claims, employers' letters showing that you were ordinarily resident in the United Kingdom for a continuous period of 5 years before 1 January 1983 and were settled in the United Kingdom at the end of that period; or
- If you are a woman who was married at any time before 1 January 1983 to a man with the right of abode in the United Kingdom, your marriage certificate and evidence of that husband's right of abode, e.g. passport or United Kingdom birth certificate.

Please provide any translations if these are applicable.

# Chapter 5: Where to send your application form

Once you have completed and signed the application form and enclosed the documents, you must arrange to pay the correct fee. If you are paying by debit/ credit card you should complete the payment slip attached to the fee leaflet. If you are paying by cheque you should ensure that funds are available in your account. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. Cash, transcash or postal orders can not be accepted.

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

If you are currently in England, Scotland, Wales or Northern Ireland send the form with the fee and supporting documents to:

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

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

If you are currently in a British overseas territory you should send them to the Governor.

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

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

From 12th November 2015 applicants applying from Hong Kong should send applications to the above address.

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

Once you have completed and signed the application form and enclosed the documents, you must arrange to pay the correct fee. If you are paying by debit/ credit card you should complete the payment slip attached to the fee leaflet. If you are paying by cheque you should ensure that funds are available in your account. Cash, transcash or postal orders cannot be accepted.

## Chapter 6: What happens next?

It is important that you take care in completing the form and in making sure that you satisfy the requirements for registration. You also need to make sure that you have paid the correct fee (see the fees leaflet on our website <https://www.gov.uk/becoming-a-british-citizen> If you pay by cheque you should ensure that you have sufficient funds available. Only cheques issued in sterling and drawn from a bank which has a UK based presence will be accepted. Those applying from overseas who wish to pay by cheque should therefore ensure that the issuing bank has a branch in the UK where the cheque can be cashed. We will also accept credit/debit card payment. Cash, transcash or postal orders cannot be accepted. If you do not pay the correct fee your application will be invalid and returned to you unprocessed.

### WHAT YOU CAN EXPECT FROM US

Once we have received your application form we will create a computer file to track and process your application. Your application will be acknowledged.

The Liverpool Contact Centre will deal with any enquiries about your application once it has been made.

Email: [nationalityenquiries@homeoffice.gsi.gov.uk](mailto:nationalityenquiries@homeoffice.gsi.gov.uk)

We will check your application against the documents you have sent in and make a number of enquiries. The documents may be checked to ensure their authenticity. If you provide forged or fraudulently obtained documents you may be investigated and we may press for prosecution.

If we need more documents we will write and ask you for them. We will give you three weeks to respond. If you do not respond within the time we allow you, then we will decide your application on the information we already have, but there is a risk that your application will not succeed.

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

We strive to provide a first rate service, but occasionally difficulties arise that prevent us from dealing with applications to our usual high standards. In the unlikely event that you wish to complain, details of how to make a complaint are given on page 22.

## WAITING TIMES

While we try to deal with cases quickly this cannot be guaranteed and we cannot register you until we are satisfied that all the requirements have been met.

Information on average waiting times can be found on the website at <https://www.gov.uk/becoming-a-british-citizen>

The length of time you will have to wait for your application to be decided will not affect your existing rights in the UK.

## WHAT WE EXPECT FROM YOU

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

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

We also expect to be treated politely and with respect by you and any agent acting on your behalf. Good character includes your attitude to officials.

If your application is successful and you are living in the UK, you will be invited to attend a citizenship ceremony. You will receive an invitation letter from the Home Office and this will confirm the local authority you should contact to arrange your ceremony. We expect you to arrange to attend a ceremony within 3 months of receiving your invitation otherwise it will expire and you will have to reapply for registration.

## CITIZENSHIP CEREMONIES – WHAT DO YOU HAVE TO DO?

At the ceremony you will be asked to affirm or swear an oath of allegiance to Her Majesty the Queen and to pledge your loyalty to the UK. Following this you will be presented with your certificate of registration as a British citizen.

You must make immediate contact with the local authority, as you only have 3 months in which to attend the ceremony. The date by which you must attend your ceremony will be given in your Home Office citizenship ceremony invitation letter. If you do not attend the ceremony within 3 months without good reason, your application for citizenship will be refused. Making the Oath (or Affirmation) and Pledge at a citizenship ceremony is a legal requirement, and the point at which you will become a British citizen. If you have special needs or concerns about saying the Oath (or Affirmation) and Pledge in English, you should bring these to the attention of the local authority once you have your invitation letter.

When you make contact with the local authority you will be asked a number of questions to establish your identity. Checks may be made to confirm your identity.

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

Provision has been made by order under the Welsh Language Act 1993 for prospective British citizens making the citizenship Oath (or Affirmation) and pledge in Wales to do so in the Welsh language. The Citizenship Oath and Pledge (Welsh Language) Order 2007 contains the approved translations and came into force on 1 June 2007.

If you are overseas, arrangements will be made for you to make the oath/affirmation and pledge at the British Embassy, High Commission or Consulate.

## **RETURNING YOUR BIOMETRIC RESIDENCE PERMIT**

If you hold a biometric residence permit (BRP) and did not return your BRP when you applied to become a British citizen, you must return it to the Home Office within 5 days from the date you attended your Citizenship Ceremony or the date you were issued with a certificate of naturalisation, whichever is the sooner, so that it can be securely destroyed.

You must send it to the following address:

Freepost RRYX-GLYU-GXHZ  
Returns Unit  
PO Box 163  
Bristol  
BS20 1AB

Please cut up and return the cancelled permit in a windowless plain envelope together with a covering note which clearly explains the reason for return or an explanation for not returning the card. Should you fail to return the biometric residence permit, or notify the department of the reasons for not being able to do so, the Secretary of State may impose a financial penalty of up to £1,000.

If you need to travel to and from the UK after being granted British citizenship you must apply for a British passport or for a certificate of entitlement to the right of abode to be placed in your foreign passport. Guidance on applying for a British passport can be found on Gov.UK. Following a grant of citizenship your BRP will be cancelled which means that it may not be accepted as evidence that you are entitled to reside in the UK.

## **DEPRIVATION OF CITIZENSHIP**

You may be deprived of your British citizenship if it is found to have been obtained by fraud, false representation or the concealment of any material fact. The Home Secretary may also deprive you of British citizenship if she is satisfied that deprivation is conducive to the public good and you would not be made stateless. Following the Immigration Act 2014, the Home Secretary may also deprive naturalised persons of their British citizenship if the person has conducted him or herself in a manner which is seriously prejudicial to the vital interests of

the United Kingdom and the Home Secretary has reasonable grounds for believing the person is able, under the law of another country to become a national of that country or territory.

## COMMENT

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

[nationalityenquiries@homeoffice.gsi.gov.uk](mailto:nationalityenquiries@homeoffice.gsi.gov.uk)

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

UKVI  
North West Customer Services Unit  
PO Box 99  
Manchester Airport  
M90 3WW

# Chapter 7: Notes

1. United Kingdom means:
  - England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man; and
  - the Republic of Ireland at a time when it formed part of the United Kingdom (that is to say, before 31 March 1922); and
  - (in relation to birth) a ship or aircraft registered in the United Kingdom or an unregistered ship or aircraft of the Government of the United Kingdom.
2. Parent includes:
  - the adoptive parents of a child who has been legally adopted (see Note 3)
3. Legal adoption – For the purposes of this guide (and registration under section 4C), this means adoption by order of a court in the United Kingdom and Islands (i.e. the Channel Islands or the Isle of Man).

A child of any nationality who was adopted in the United Kingdom on or after 1 January 1950, or in the Channel Islands or Isle of Man after 1 April 1959, automatically became a citizen of the United Kingdom and Colonies on his adoption if the adoptive father (or adoptive mother, if she was the sole adopter) was a citizen of the United Kingdom and Colonies at the time of the adoption.
4. Registration in the United Kingdom includes registration at the British High Commission in an independent Commonwealth country. It does not include:
  - registration under section 6(2) of the British Nationality Act 1948 (registration on the grounds of marriage to a citizen of the United Kingdom and Colonies) if the marriage took place after 28.10.71;or
  - registration under section 7 of the British Nationality Act 1948 (registration of minors) at a High Commission after 28.10.71; or
  - registration under section 12(6) of the British Nationality Act 1948 at a High Commission.
5. Settled in the United Kingdom. Before 1 January 1983, this meant being ordinarily resident in the United Kingdom without being subject to any time limit under the immigration laws.
6. Orders under section 32(8) of the British Nationality Act 1948

The following orders were made under section 32(8) of the 1948 Act:

Australia	Citizenship Law (Australia) Order 1949; declaring the Australian citizenship legislation to have come into force on 26 January 1949.
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Canada	Citizenship Law (Canada) Order 1948; declaring the Canadian citizenship legislation to have come into force on 1 January 1947.
Ceylon	Citizenship (Ceylon) Order 1948; declaring the Ceylonese citizenship legislation to have come into force on 15 November 1948.
Newfoundland	Newfoundland (Consequential Provisions) Act 1959 provided that a citizenship law for the purposes of section 32(8) of the British Nationality Act 1948 would be deemed to have been enacted on 1 January 1949.
New Zealand	Citizenship Law (New Zealand) Order 1949; declaring the New Zealand citizenship legislation to have come into force on 1 January 1949.
South Africa	Citizenship Law (Union of South Africa) Order 1949; declaring the African citizenship legislation to have come into force on 2 September 1949.
Southern Rhodesia	Citizenship Law (Southern Rhodesia) Order 1950; declaring the Southern Rhodesian citizenship legislation to have come into force on 1 January 1950.