Home Office

MCC
version 02/18

Points-based system: Migrant change of circumstances form

You can get more information from our website at: www.gov.uk/government/organisations/uk-visas-and-immigration

This form must be posted to:

UK Visas and Immigration
Change of Circumstances Form
PO Box 3468
Sheffield
S3 8WA

This form is to be used for applications made on or after 26 February 2018

Migrant change of circumstances form: help text

The applicant should complete the 'Points-based system: Migrant change of circumstances form' to notify UK Visas and Immigration of a change in their circumstances.

A separate form is available for changes to sponsors details; this form can be obtained from the website www.gov.uk.

Who needs to complete this form?

This form can be completed by the migrant, their dependants or a representative.

What changes in circumstances does UK Visas and Immigration need to be informed of?

The applicant must inform UK Visas and Immigration of any changes to the following, for either themselves or their dependants:

- personal details
- criminal convictions
- contact details
- representative details
- dependants' details

The applicant may also use this form to notify UK Visas and Immigration of any other information that they think we should know.

When not to use this form

This form should not be used to notify UK Visas and Immigration of additional dependants (for example, children born in the United Kingdom). A separate application form is available for this purpose on our website www.gov.uk.

If the applicant believes that a mistake has been made relating to their personal details as shown on their UK residence permit or biometric residence permit (BRP), they should not complete this form. The applicant should return their passport and UK residence permit or BRP to the address shown on the letter that accompanied their documents when they were returned. The applicant should enclose full details of the mistake they believe has been made and enclose any relevant evidence such as their original passport. If a mistake has been made, an amended UK residence permit or BRP will be issued.

Additional guidance for migrants who are in the United Kingdom as a Tier 2 (General), Tier 2 (Intra Company Transfer), Tier 2 (Minister of Religion), Tier 2 (Sportsperson), Tier 4 (General) Student, a Tier 4 (Child) Student or as the Dependant of a Tier 4 Migrant

If the applicant is in the United Kingdom in one of the categories listed above and their current grant of leave was made by means of a BRP, they should not use this form to notify us of any of the following changes to their circumstances:

- change of name
- change of date of birth
- change of nationality
- change of gender
- change of appearance

In these circumstances, the applicant must make an application for a new BRP, using the form for no time limit (NTL) or an application for transfer of condition (TOC).

You can download the application forms and guidance from www.gov.uk.

Applicants should use the BRP(RC) application form if they need to replace a BRP that has been lost, damaged or stolen www.gov.uk/government/publications/application-for-a-replacement-biometric-residence-permit-brprc.

If the applicant's current grant of leave was made by means of a BRP and they wish to notify UK Visas and Immigration of any changes to their circumstances not listed above, they may continue to do so, using this application form.

Personal details

Name change: Provide the current full name and title of the migrant. Evidence of the name change, such as a marriage certificate or deed poll, should be provided.

Nationality: If the applicant's nationality has changed since the last application, please clearly state their previous and current nationality. Evidence of this change, such as a new passport or certificate of nationality from the government of the country should be submitted.

Passport details: If a new passport has been issued, provide the passport number, place of issue, date of issue and the date of expiry of the new passport.

If the applicant has received a new passport following the loss or theft of the original document, enclose the crime reference number or report issued by the police when the loss or theft was reported.

Criminal convictions

The applicant should provide full details of the offence which they have been convicted of, the name of the court, date and place of sentencing and the sentence imposed.

Contact details

Address change: Provide the previous and the new address in full including the postcode.

Telephone number: State the full number including the area code.

Email address: State the amended email address.

Representative's details

Representative's details: The applicant should notify UK Visas and Immigration if they change their representative. State the name, full address (including postcode) and telephone number of the new representative. Their Unique Reference Number, OISC reference number or details of their exemption should be included.

If the representative is completing the form they should confirm in this section that they hold a letter of authorisation from the migrant confirming the representative is acting on their behalf. They must enclose the original letter with this form.

Dependants' details

Dependants who cease to be dependant on the main applicant for any reason will generally no longer be eligible for further leave to remain in the United Kingdom as a dependant. Any current leave the dependant holds may be curtailed due to the change in circumstances. The dependant must therefore either leave the United Kingdom or take steps to regularise their stay in the United Kingdom by applying for leave under a different immigration category.

Further information on the different types of leave that may be available can be found at www.gov.uk/government/organisations/uk-visas-and-immigration.

Relationship breakdowns

If the migrant's relationship with their dependant partner has permanently broken down, they should provide details of the date that they ceased living together and, if possible, the address that their partner is now living at.

If the dependant of a migrant under the points-based system, is completing this form and their relationship has permanently broken down, they should give the date that they stopped living with their partner and their new address.

Children

If a child travelled to the United Kingdom as the applicant's dependant and is no longer living with the applicant permanently, then the applicant should inform UK Visas and Immigration as soon as possible. The applicant should include the new address of the dependant if possible.

If the dependant child of a migrant is completing this form, but they no longer live with that person permanently, they should provide their new address details and the reason for leaving (for example, to start university, to live with another person or to get married). The dependant should indicate whether they have made an application for an alternative category of leave or whether they intend to leave the United Kingdom (please give details).

Other

The applicant may also use this form to notify UK Visas and Immigration of any other information that they think that we should know.

Personal details

1. Are you the migrant, family member of the migrant or representative?

Migrant ☐ Family Member ☐ Representative ☐

2a. Applicant's first name or names as stated on the application form:

2b. Applicant's last name or family name as stated on the application form:

3. Applicant's date of birth:

D D M M Y Y Y Y

4. Applicant's nationality:

5. Under what tier of PBS does the applicant currently have leave or have an outstanding application?

☐ **- Tier 1 or Dependant of Tier 1 Migrant**

☐ **- Tier 2 or Dependant of Tier 2 Migrant**

☐ **- Tier 4 or Dependant of Tier 4 Migrant**

☐ **- Tier 5 or Dependant of Tier 5 Migrant**

6. What is the applicant making changes to?

☐ Application details before decision

☐ Application details after decision

7. PBS reference number (if known):

8. Application reference number (if known):

9. Representative reference number (if known):

Type of change

10. Please indicate the type of change required:

- [ ] Personal details - go to Q11
- [ ] Criminal convictions - go to Q13
- [ ] Contact details - go to Q18
- [ ] Representative's details - go to Q24
- [ ] Dependants' details - go to Q26
- [ ] Other - go to Q28

Personal details

11. Description of change:

12. Date change becomes effective:

D	D		M	M		Y	Y	Y	Y

Criminal convictions

13. Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if more space is needed):

14. Details of the sentence or civil judgment (give details on a separate sheet if more space is needed):

15. Date of sentence/judgment:

D D M M Y Y Y Y

16. Country where the sentence was passed or the civil judgment was made:

17. Please provide details if the applicant has been charged in any country with a criminal offence for which they have not yet been tried in court:

Contact details

18. Full address:

19. Postcode:

20. Home telephone number:

21. Mobile telephone number:

22. Work telephone number:

23. Email address:

Representative's details

24. Description of change:

25. Date change becomes effective:

D D M M Y Y Y Y

Dependant's details

26. Description of change:

27. Date change becomes effective:

D D M M Y Y Y Y

Other changes

28. Description of change:

29. Date change becomes effective:

D D M M Y Y Y Y

Declaration

I hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name:

Signature:

Date:

D D M M Y Y Y Y