



# Application for an Extension of Stay in The UK and Biometric Immigration Document as an Employed Person Under The Provisions of The European Community Association Agreement (ECAA) with Turkey

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 06 February 2017.

You will only be considered for leave under the ECAA. You will not be considered for any other type of leave to remain. You must [use a different form](#) if you want to stay for another reason.

Before making your application, you should read the following:

- the guidance notes on pages 2-4 of this form
- the separate UK Visas and Immigration photograph guidance

If you do not already have the photograph guidance, you can get it from our website at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

There is no fee for an application on this form.

Applications on this form may only be made by post. You must send your application to the following address:

Home Office  
Turkish IAU  
PO Box 3468  
Sheffield  
S3 8WA

**You will only be considered for an extension of stay in the UK and a biometric immigration document as an employed person under the provisions of the European Community Association Agreement with Turkey. You will not be considered for anything else. You must use a different form if you want to stay for another reason.**

WORKING TOGETHER TO PROTECT THE PUBLIC

This form is to  
be used for  
applications made  
on or after  
06 February 2017

## 1. For Which Applications Must You Use Form ECAA1?

Form ECAA1 is to be used only to apply for an extension of stay in the UK as an employed person under the provisions of Article 6(1) of Decision 1/80 of the Association Council established by the European Community Association Agreement (ECAA) with Turkey.

You and any dependants applying with you must be in the UK.

## 2. Qualifying For An Extension Of Stay

To qualify under the above-mentioned provisions, you must be a Turkish national who is already working legally in the UK.

The relevant ECAA provisions are set out in the ECAA Turkish Employed modernised guidance which can be found at: <https://www.gov.uk/government/publications/ecaa-turkish-employed-applications>

## 3. Who May Apply On This Form?

You and your partner and/or children under 21 if they are applying as your dependants.

“Partner” means a spouse, civil partner, unmarried or same- sex partner.

## 4. When To Apply

You and any dependants applying with you should do so before the end of your/their permitted stay in the UK.

## 5. Ensuring Your Application Is Complete

Your application will be rejected as invalid if it is incomplete. To avoid that, please ensure that you do the following:

- apply on the current version of form ECAA1
- provide photographs of yourself and any dependants applying with you in the format specified in the separate UK Visas and Immigration photograph guidance
- provide all relevant documents specified in the form
- complete every section of the form as required
- sign and date the declaration at section 8.

- send the application by prepaid post to the Home Office address given on the form.

We reserve the right to decide your application on the basis of the information and documents provided. It is important, therefore, to provide an explanation if you cannot give us all relevant information or documents when making your application.

## 6. Completing The Form

Please use a black pen to complete the form, and write names, addresses and similar details in capital letters.

In the applicant’s details and other sections where you give personal details and addresses, leave an empty box between each name and each part of the address.

Please note that we always use the personal details in an applicant’s passport for official purposes, including any documents certifying the grant of an extension of stay if the application is successful.

Take care to complete all sections as required, including the Personal History section. You must enclose a letter of explanation if you are unable to complete any part of the form because you do not have the required information.

## 7. Photographs

You must provide the following photographs:

- Two identical passport-size photographs of yourself with your full name written on the back of each one.
- Two identical passport-size photographs of any dependants applying with you with their full name written on the back of each one.

The photographs you provide must be in the format specified in the separate photograph guidance.

Please ensure that you place the photographs in a small sealed envelope attached to section 1 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

If your application is successful, the photographs you provide will be reproduced in the residence permit(s) issued to you and any dependant(s) applying with you.

## 8. Documents This document was published on 15 June 2018

Documents provided with the application must be originals.

Copies of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary.

The reasons for not being able to provide the original document must be explained in a covering letter. We are unlikely to be able to grant your application without the original document.

Any documents which are not in English must be accompanied by a reliable English translation. Make sure passports are signed.

## 9. Applying By Post - The Address

The address to which you must post an application on form ECAA1 is:

Home Office  
Turkish IAU  
PO Box 3468  
Sheffield  
S3 8WA

Posting it to any other address will delay it.

Please also use this address for any other correspondence about your application.

Applications on this form must be made by post. If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Please make sure that you keep the Recorded or Special Delivery number.

We will return your passport(s) and other documents by Recorded Delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough.

## 10. Applying In Person

The premium service at our Premium Service Centres is not available for applications on form ECAA 1.

## 11. Decision Times

We aim to decide applications as soon as possible. For our service standards please see our website.

## 12. Your Status While Your Application Is Being Considered

If you and any dependants apply before the end of your/their permitted stay in the UK, your/their existing immigration status, including any permission to work, will continue until your/their application(s) is/are decided.

## 13. Contacting Us After You Have Applied

If you need to contact us after you have applied, please do so as follows.

To send us more information about your application, write to the address in part 9 and give the following details in a letter:

- the applicant's full name, date of birth and nationality
- any Recorded or Special Delivery number
- the date on which the application was posted
- the Home Office reference number if you have one.

If you need your passport because you have to travel urgently and unexpectedly, use the return of documents request form at [www.gov.uk/visa-documents-returned/](http://www.gov.uk/visa-documents-returned/).

## 14. Obtaining Application Forms

You can obtain application forms, any accompanying guidance notes and the UK Visas and Immigration photograph guidance from our website at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

## 15. Other Enquiries

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

## 16. Choosing An Immigration Adviser

Immigration advisers are regulated by The Office of the Immigration Services Commissioner (OISC).

Their website at [www.oisc.gov.uk](http://www.oisc.gov.uk) contains a list of authorised advisers and has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner (OISC)  
5th Floor

21 Bloomsbury Street  
London

WC1B 3HF

Telephone: 0345 000 0046

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on 0870 606 2555 or visit their website at:

[www.sra.org.uk](http://www.sra.org.uk)

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

Legal Ombudsman

PO Box 6806,

Wolverhampton,

WV1 9WJ

Telephone: 0300 555 0333

## **17. Complaints About Our Service**

If you wish to make a complaint about our service, please refer to the complaints page on our website [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration) for detailed information about how to do so.

## **18. Data Protection Notice**

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

We may also use the information provided by you for training purposes.

**You have the right to administrative review if this application is refused.**

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**SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND BIOMETRIC RESIDENCE PERMITS**

This document was published on 15 June 2018

**3.6 Please give details of your current passport or travel document and any others that you have used to travel to and remain in the United Kingdom and which shows your current leave. Please note that for the application to be valid and complete your current passport/ travel document must be provided unless it is not available for one of the reasons specified on the application form.**

**Current passport or travel document**

Passport/ Travel Docu- ment number	Nationality	Issue date	Expiry date	Place of issue	Passport / Travel document enclosed	If not enclosed then location of Passport/ Travel Document
					<input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question 3.7  <input type="checkbox"/> Stolen - go to question 3.8  <input type="checkbox"/> Expired - returned to national authorities  <input type="checkbox"/> Elsewhere in the Home Office - go to question 3.7

**Previous passport or travel document 1**

Passport/ Travel Docu- ment number	Nationality	Issue date	Expiry date	Place of issue	Passport / Travel document enclosed	If not enclosed then location of Passport/ Travel Document
					<input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question 3.7  <input type="checkbox"/> Stolen - go to question 3.8  <input type="checkbox"/> Expired - returned to national authorities  <input type="checkbox"/> Elsewhere in the Home Office - go to question 3.7  <input type="checkbox"/> Other - go to question 3.7

**Please photocopy this page if additional space is required.**

**SECTION 3 PASSPORT OR TRAVEL DOCUMENTS AND BIOMETRIC RESIDENCE PERMITS**

This document was published on 15 June 2018

**3.7 If any of the required passports are not enclosed then please give details why you are unable to provide them.**

**3.8 If any of the passports or travel documents were stolen anywhere in the world, please give the police report number, the police station and the date reported to the police.**

Police report number	Police station	Date reported to the Police

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**In accordance with Biometric Registration Regulations, an applicant applying for an extension of stay in the UK must apply for a Biometric Immigration Document, otherwise known as a Biometric residence Permit.**

**For information about Biometric Residence Permit, please see the Home Office website.**

SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND

**This document was published on 15 June 2018**

**3.9 Have you been issued with a Biometric Residence Permit with a previous application for leave?**

Yes  - go to question 3.10

No  - go to 3.14

**3.10 Please give details of your Biometric Residence Permit. Please note for the application to be valid and complete your current Biometric Residence Permit must be provided, unless it is not available for one of the reasons specified on the application form.**

**Current Biometric Residence Permit (BRP)**

BRP document number	Nationality	Issue date	Expiry date	Place of issue	BRP enclosed?	If not enclosed then location of BRP document
					<input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question 3.12 <input type="checkbox"/> Stolen - go to question 3.13 <input type="checkbox"/> Expired - returned to national authorities <input type="checkbox"/> Elsewhere in the Home Office - go to question 3.11

**3.11 If the BRP is not enclosed then please give details why you are unable to provide it.**

**3.12 If the BRP was lost, please give date this was reported to The Home Office Card Management Service.**

D	D	M	M	Y	Y	Y	Y
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**3.13 If the BRP was stolen, please give the police report number, the police station and the date reported to the police.**

Police report number	Police station	Date reported to the Police

SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND

This document was published on 15 June 2018

BIOMETRIC RESIDENCE PERMITS

3.14 Have any of the dependants applying with you used any name(s) other than the one(s) given in section 2 of this application form in previous UK immigration applications made in the UK or abroad? Yes  No

If yes, go to 3.15. If no, go to 3.16

3.15 Please give the details specified below. The name in each case should be that in which the dependant made the application. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which the dependant made the application	Date of application	Country in which application was made	British diplomatic post if application made abroad

3.16 Have any of the dependants applying with you had their fingerprints taken as part of a previous UK immigration application made in the UK or abroad? Yes  No

If yes, go to 3.17 If no, go to 3.18

3.17 Please give the details specified below. If you need more space, continue on a separate sheet and enclose it with this application form.

The name in which the dependant's fingerprints were taken	Date on which they were taken	Place at which they were taken	British diplomatic post if they were taken abroad

Children under 16 applying

3.18 Will the child(ren) be accompanied by a parent when they have their fingerprints and/or photograph taken? If yes, go to section 4. If no, go to 3.19. Yes  No

3.19 Please explain below why the child(ren) will not be accompanied by a parent and provide details of the responsible adult who will be accompanying the child(ren). See Note 2.

Name of responsible adult	Date of birth	Place of birth	Relationship to child(ren)

**Note 2** Under the biometric registration regulations, any child under the age of 16 who is required to apply for a biometric immigration document must have their fingerprints and/or a photograph taken in the presence of a responsible adult who is the child's parent or guardian, or another person who for the time being takes responsibility for the child.

Where dependants of the main applicant are also required to apply for a biometric immigration document, all applicants will normally have their fingerprints and/or photograph taken on the same day. This means that you and any children applying with you will normally be expected to attend together. If there is any reason preventing you from accompanying any child under the age of 16, you must nominate the responsible adult who will be accompanying them.

The responsible adult accompanying any child under the age of 16 will need to provide an acceptable form of identification, such as a passport or driving licence. If that person is not the parent or guardian of the child, they must have a letter confirming that they are a responsible adult who has a close connection to the child and has been authorised to accompany him or her.





SECTION 6 - PERSONAL HISTORY  
This document was published on 15 June 2018

Nature of the offence

Sentence given

Date sentenced

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

months

**6.3. Do you or any dependants who are applying with you have any civil judgments against you or any civil penalty under the UK Immigration Acts?**

Yes  go to 6.4

No  go to 6.5

**6.4. Give details for each civil judgment or any civil penalty under UK the Immigration Acts, starting with the most recent one.**

If you or any dependants who are applying with you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.

Details of judgment or civil penalty 1

Date of judgment or civil penalty

**Country where judgment made**

Details of judgment or civil penalty 2

Date of judgment or civil penalty



You must answer questions 6.5 to 6.10 below even if you have answered no to question 6.1.

For help in answering these questions, please see the definitions at the end of this section.

6.5. Have you or any dependants who are applying with you ever been charged in any country with a criminal offence for which you have not yet been tried in court? Yes  No

6.6. In times of either peace or war have you or any dependants who are applying with you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide? Yes  No

6.7. Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country? Yes  No

6.8. Have you or any dependants who are applying with you ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes  No

6.9. Have you or any dependants who are applying with you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? Yes  No

6.10. Have you or any dependants who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

6.11. How long have you lived in the UK?  Years  Months

Please provide details of any periods of absence of more than 6 months during that time.

Date you left the UK	Date you returned to the UK	Reason for absence

6.12. Please state what ties you have with:

- The country where you were born
- Any other country whose nationality you hold
- Any country where you have lived for more than 5 years

You should tell us about any family, friends, or other connections with that country.

Country	Social cultural or family ties

6.13. If you have answered yes to question 6.5, 6.6, 6.7, 6.8, 6.9 or 6.10, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

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## DEFINITIONS

For the purposes of answering questions 6.5 to 6.10, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/ukpga\\_20010017\\_en\\_1](http://www.opsi.gov.uk/acts/acts2001/ukpga_20010017_en_1) or 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 on behalf of yourself and any dependants who are applying with you.

### 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.

### 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.

### Genocide

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

### Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes 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 commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

## SECTION 7 - PHOTOGRAPHS

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You must provide the relevant photographs specified below. They must be in the format specified in the separate UK Visas and Immigration photograph guidance provided with this form. If they are not, they may be rejected as unacceptable and you will have to provide others which are acceptable. This will delay consideration of your application.

Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

- Two recent identical passport-size photographs of yourself with your name written on the back of each photograph. Please see the guidance notes for information on what types of photograph are acceptable.
- Two recent identical passport-size photographs of each dependant included in section 2 and applying for an extension of stay in the UK with you, with their name written on the back of the photographs.

## SECTION 8 - DOCUMENTS

For your application to be complete, you must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing.

The documents must be originals. Any which are not in English must be accompanied by a reliable English translation.

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.

- Your current passport. If you last entered the UK on a previous passport, please also provide this document if you have it.
- The current passport(s) of each dependant included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s), please also provide these documents if you have them.
- Your police registration certificate if you have been asked to register with the police.
- The police registration certificate(s) for each dependant included in section 2 and applying for an extension of stay in the UK with you, if they have been asked to register with the police.

If you have been granted leave to enter or remain with permission to work, or an extension of stay as a Turkish employed person, you must provide the following:

- evidence of that leave, such as a passport containing the relevant visa or endorsement; and
- evidence of your previous employment, including payslips for the period of employment and bank statements for the same period (but see Note 2 if your employment is as an au pair); and
- a letter from your employer as evidence that your employment will continue:
  - with the same employer if you have been legally employed for between 1 and 3 years; or
  - in the same occupation if you have been legally employed for 3 years; or
  - with any employer if you have been legally employed for 4 or more years.

Note 2: For au pairs, if you do not have payslips or bank statements to confirm your previous employment, you should provide a letter or other document from the host family confirming the nature of your employment with them. Further details of the evidence required can be found in the ECAA Turkish Employed modernised guidance which can be found at: <https://www.gov.uk/government/publications/ecaa-turkish-employed-applications>

SECTION 9 - DECLARATION  
This document was published on 15 June 2018

You must now read the declaration below and sign it.

This must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

I hereby apply for an extension of stay in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that I am also applying for a Biometric Immigration Document for myself and any dependants applying with me. If any dependant child under the age of 16 is applying with me I understand that the Home Office may make enquiries about any responsible adult nominated by me to be present when their fingerprints and/or photographs are taken.

I confirm that the photographs submitted with this form are a true likeness of myself and any dependants applying with me, as named on the back of each photograph, and that I have had the opportunity to see the UK Visas and Immigration photograph guidance.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the UK Border Agency.

I understand that all information provided by me to the UK Border Agency will be treated in confidence; that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions; and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that the UK Border Agency may also use the information provided by me for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the UK by means which include deception.

I understand that if I am informing the Home Office that I have changed my gender, these details may in certain circumstances be shared with other Home Office colleagues. I consent to this, where necessary and understand that this information will only be shared in limited circumstances relating to identity and security in line with Section 22 of the Gender Recognition Act. I am aware they will otherwise be treated in confidence and that my rights under the Equality Act 2010, Data Protection Act 1998 and Article 8 of the European Convention on Human Rights will be unaffected.

Signed

Date

# PHOTOGRAPHS AND DOCUMENTS CHECKLIST

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Please complete this part of the form to help us check that we have received your photographs and documents. At "A", tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals.

A. Listed items	How many?	B. Other documents	How many?
Photographs of yourself			
Photographs of any dependants applying			
Passports			
Police registration certificates			
Letter(s)/documents from your employer			
Bank statements			
Payslips			

Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form.

## FINAL CHECKS

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| Is ECAA 1 the right form for you and is it valid for use? See date and notes on front page.                                | <input type="checkbox"/> | Have you ticked a box in section 4 to show the basis of your application?   | <input type="checkbox"/> |
| Have you completed section 5 and the rest of the form as specified?  | <input type="checkbox"/> | Have you provided the photographs specified in section 6 and are they in the approved format?   | <input type="checkbox"/> |
| Have you provided your current passport(s) and all other relevant documents specified in section 8 and are they originals? | <input type="checkbox"/> | If you are unable to send us any of the documents specified in section 8 which are relevant to your application, have you given an explanation and said when you will be able to send them? | <input type="checkbox"/> |
| Have you signed and dated the declaration in section 9?  | <input type="checkbox"/> |   |                          |

Finally, please make sure that the application is addressed exactly as shown below.

Home Office  
 Turkish IAU  
 PO Box 3468  
 Sheffield  
 S3 8WA