



Home Office

## Form B(OTA)

Application for registration as a British citizen by:

- British overseas territories citizen
- British overseas citizen
- British protected person
- British subject (under the British Nationality Act 1981)
- British national (overseas)

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Border, Immigration and Citizenship system at [www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship](http://www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

September 2018

Before completing this form, you should read Guide B(OTA). Fill in those parts of the form that apply to your application (see section 3 in the guide) and cross out all other parts. If there is not enough space for your answers, use a separate sheet of paper to provide additional information.

If you want help to complete your application form, you may wish to contact a competent adviser, for example, a solicitor or agent registered with the Office of Immigration Services Commissioner (see page 9 of the guide which accompanies this form for details). Or you may wish to use the Nationality Checking Service operated by a number of local authorities. Your Register Office will advise if one is operated in your area.

We recommend that you keep a copy of this application.

Ensure that you read the guide which accompanies this form. You should ensure that you understand the criteria for registration before submitting your application. Full fees cannot be returned for applicants that fail or withdraw their application.

Please write in BLOCK CAPITALS using black or blue-black ink. Please enter all dates as dd-mm-yyyy, for example, 29/08/2018.

Each person applying for registration must complete a separate application form. Therefore husbands, wives and civil partners wishing to register must complete separate forms. Applications for your children should also be on separate forms.







1.22 Have you previously renounced British citizenship?

Please tick one box:

No

Yes - please give details below:

Renunciation number	Date of renunciation

1.23 State any close connections that you have with the United Kingdom or with any particular British overseas territory. Continue on a separate sheet of A4 paper if required.

## Section 2 - Residence Requirements

2.1 Date and place of first arrival in the United Kingdom (see page 10 of the guide):

Date: 

D	D	M	M	Y	Y	Y	Y
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 Place:

2.2 Were you settled (see page 10 of the guide) in the United Kingdom immediately before 1 January 1983:

- No  
 Yes

2.3 Please give details of all absences from the United Kingdom during the last 5 years (see page 10 of the guide). Failure to complete this will result in delay to your application. If necessary, please continue on a separate sheet of A4 paper.

Country visited	Reason, for example, holiday, business, visiting relative	Date of departure from the United Kingdom / territory DDMMYYYY	Date of return to the United Kingdom / territory DDMMYYYY	Total number of days absent

More absences shown on separate sheet of paper: Yes  No

2.4 Please provide your addresses for the past 5 years (continue on a separate sheet of A4 paper if necessary):

Address	Address
From:	From:
To:	To:

Address	Address
From:	From:
To:	To:

Address	Address
From:	From:
To:	To:

Address	Address
From:	From:
To:	To:



Address	Address
From:	From:
To:	To:

## Section 3 - Good Character Requirement

In this section you need to give information which will help the Home Secretary to decide whether they can be satisfied that you are of good character. Checks will be made with the police and possibly other government departments, the Security Service and other agencies.

3.1 What is your occupation:

3.2 Are you:

An employee

A business partner

Self employed

A director

3.3 Name of employer or business:

3.4 Address of employer or business:

### Criminal Convictions: Civil Judgments

3.5 Do you have any criminal convictions in the UK or any other country or any civil judgments made against you (including traffic offences)?

Yes

No

If you have answered Yes above, please give details below for each sentence starting with the most recent one. If you have received more than 2 sentences you should continue on a separate sheet of A4 paper. Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed (see guide pages 12 to 15). If you have answered no please go to question 3.6.

Information may be checked with other agencies.

#### First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

## Second sentence

Nature of offence
Date sentenced
Sentence given
Country where sentenced

3.6 Are your details recorded by the police in respect of certain sexual offences (for example, on the 'sex offenders register') or are you subject to a notification order, a sexual offences prevention order, a foreign travel order, or a risk of sexual harm order (or equivalent order made in a British overseas territory or any other country)?

Yes  No

3.7 Have you ever been charged or indicated inside or outside the United Kingdom with a criminal offence for which you have not been tried in court?

Yes  No

3.8 In times of peace or war have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide?

Yes  No

3.9 Have you ever been involved in, supported or encouraged terrorist activities in any country? Have you ever been a member of, or given support to an organisation which has been concerned in terrorism?

Yes  No

3.10 Have 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

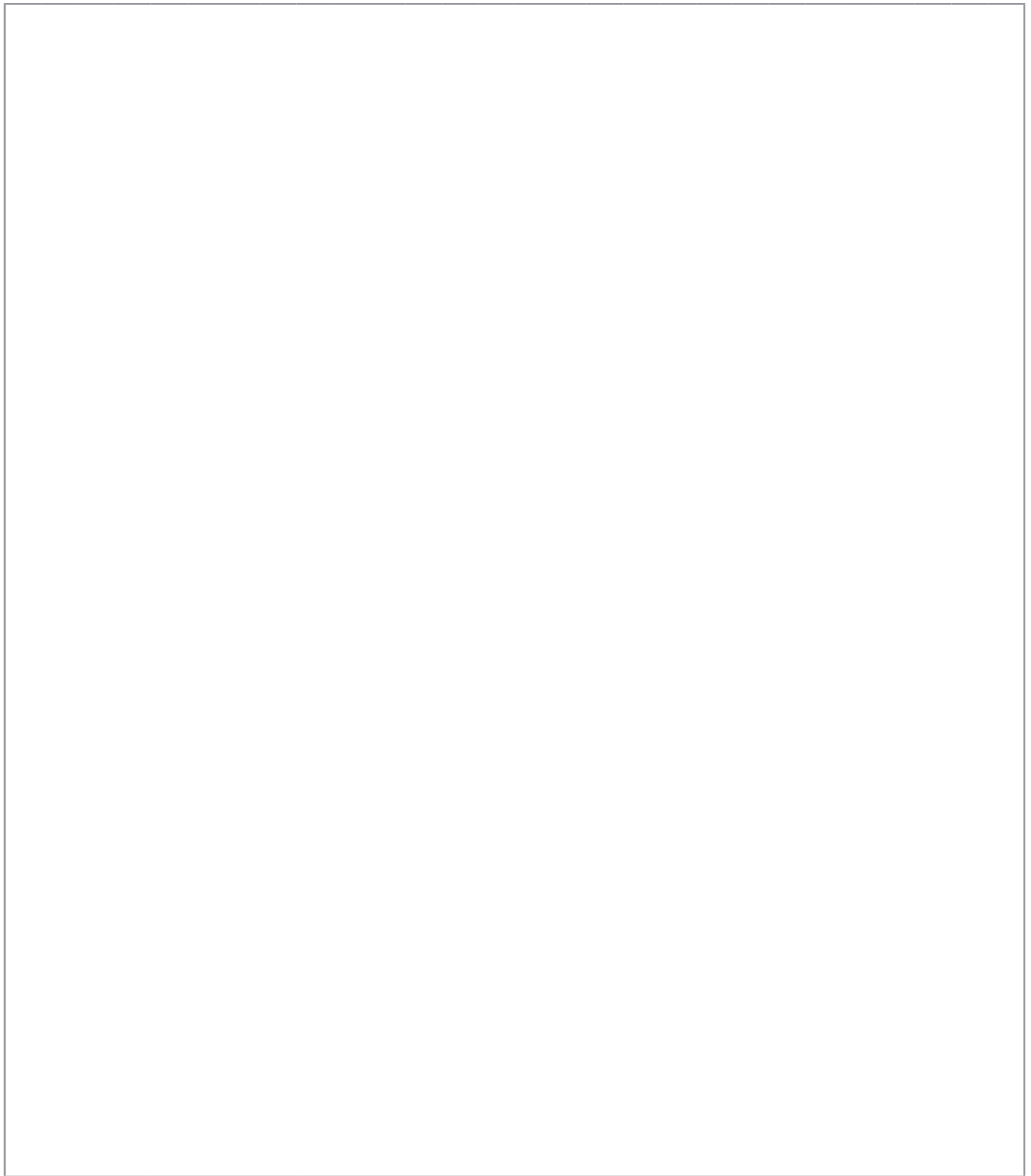
3.11 Have you engaged in any other activities which may indicate that you may not be considered a person of good character (see also page 16 of the guide)?

Yes  No

If you have answered yes to any of the questions 3.7 - 3.12 above please give details in the space provided below.

For the purpose of answering questions 3.9 to 3.11 please refer to Guide B(OTA) which provides guidance on actions which may constitute war crimes, crimes against humanity, genocide or terrorist activities.

**Question 3.6 - 3.11 further details**

A large, empty rectangular box with a thin black border, intended for the user to provide further details for Question 3.6 - 3.11.

## Section 4 - Relevant service in a British overseas territory

4.1 Is your application based on Crown or other service in a British overseas territory

No, please go to section 5

Yes, please give details in 4.2 below:

4.2 Details of service:

Type of service	Territory where service took place	Date service started	Date service ended

# Section 5 - Referees and Identity

This part is to be filled in by your referees after you have fixed a photograph of yourself aside. Your referees should read page 18 of the guide to confirm that they are eligible. Checks will be carried out to ensure that referees meet the requirements below and their signatures are genuine, and we may contact them as part of our enquiries.

Affix passport size photo. See page 25 of the guide

Name of applicant:

5.1 One referee should be a person of any nationality who has professional standing, for example, minister of religion, civil servant, or a member of a professional body such as, accountant or solicitor (who is not representing you with this application). In the case of a child under 18, this should be a professional who has engaged with the child in a professional capacity, such as a teacher, health visitor, social worker or minister of religion. The other referee must normally be the holder of a British citizen passport and either a professional person or over the age of 25 (see also page 19 of the guide).

Both should declare that:

- they are not a relative, solicitor or agent of the applicant
- they are not related to either referee
- they are not employed by the Home Office
- they have not been convicted of an imprisonable offence during the last 10 years (unless the conviction has become spent under the Rehabilitation of Offenders Act 1974)
- they have known the applicant personally for more than 3 years
- they are willing to give full details of their knowledge of the applicant
- they will advise the Home Office of any reason why the applicant should not be registered

## 1st Referee declaration

I declare that I am qualified to act as a referee.

The attached photograph above is a true likeness of the applicant. I confirm each of the points in 5.1 above. I confirm that to the best of my knowledge the personal details of the applicant given on this form are correct.

5.2 Say how you know the child, and state your age and profession:

5.3 1st referee full name:







## Section 6 - Biometric enrolment

In accordance with British Nationality (General) (Amendment) (2) Regulations 2014 anyone applying for naturalisation or registration as a British citizen must register their biometric information. For more information about registering your biometric information, please see the accompanying guidance notes, which you must read before completing this form.

If you have a current grant of leave on a biometric residence permit (BRP), you must provide your BRP for the application to be valid and complete.

6.1 Have you been issued with a BRP with a previous application for leave?

Yes  go to question 6.2

No  go to question 6.12

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

6.2 BRP number:

6.3 Nationality:

6.4 Issue date:

6.5 Expiry date:

D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y
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6.6 Place of issue:

6.7 BRP enclosed? Yes  No

If not enclosed then please state the location of biometric residence permit:

Returned to Home Office  go to question 6.8

Lost  go to question 6.9

Stolen  go to question 6.10

Other  go to question 6.11

6.8 If the required BRP has been returned to the Home Office, please give details of the reason it was sent to us:

Date it was sent to us 

D	D	M	M	Y	Y	Y	Y
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6.9 If the BRP was lost please give the date this was reported to the Home Office card management service 

D	D	M	M	Y	Y	Y	Y
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6.10 If the biometric resident permit was stolen, please give the police report number, crime reference number, the police station and the date reported to the police.

Police report number:

Crime reference number:

Police station:

Date reported to the police: 

D	D	M	M	Y	Y	Y	Y
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6.11 If the required BRP is not enclosed, please give details why you are unable to provide it:

6.12 Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad?

Yes  go to question 6.13      No  go to question 6.16

6.13 Date your fingerprints were taken: 

D	D	M	M	Y	Y	Y	Y
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6.14 Give details where your fingerprints were taken, including the town or city and country:

6.15 Give details of the British diplomatic post or posts involved if the application or applications was or were made abroad:

6.16 Do you have a medical or physical condition which may require special arrangements for your biometric features to be recorded?

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

No

### Applicants under the age of 16

Please complete questions 6.17, 6.18 and 6.19

(Applicants under the age of 16 must be accompanied by a parent or legal guardian)

6.17 Is the applicant

16 years old or more  complete questions 6.1 to 6.16, then go to 6.21

Less than 16 years old  go to question 6.18

6.18 Give details of the person who will be accompanying the applicant when he or she attends their biometric information enrolment appointment.

Name of responsible adult:

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Nationality:

Relationship to child:

6.19 is this person the applicant's parent or legal guardian?

Yes  go to question 6.21

go to question 6.20

6.20 Please explain why a person other than the applicant's parent or legal guardian will be accompanying the applicant:

6.21 Declaration to be completed by all applicants

As required by British Nationality (General) (Amendment) (2) Regulations 2014, I confirm that I wish to register my biometric information.

(If applying for a person under the age of 16), I understand that the Home Office may make enquiries about any responsible adult nominated to be present when fingerprints and /or a photograph are taken.

Signature of applicant/parent or guardian:

Date:

D	D	M	M	Y	Y	Y	Y
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## Section 7 - Declaration by applicant

Warning: to give false information on this form knowingly or recklessly is a criminal offence punishable with up to 3 months' imprisonment or by a fine not exceeding £5000 or both. (Section 46(1) of the British Nationality Act 1981, as amended).

7.1 I (full name in block letters)

declare that, to the best of my knowledge and belief, the information given in this application is correct. I know of no reason why I should not be registered as a British citizen. I promise to inform the Home Secretary in writing of any change in circumstances which may affect the accuracy of the information given whilst this application is being considered by the Home Office. I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other government departments, the Security Service and other agencies, local authorities and the police, where it is necessary for immigration or nationality purposes, or to enable these bodies to carry out their functions.

I understand that I may be liable for prosecution if I have knowingly or recklessly provided false or incomplete information.

I authorise the HM Revenue & Customs to provide the UK Visas and Immigration with any information relevant to this application, and with any information needed to check the information I have provided. I understand that any information provided to the HM Revenue & Customs in connection with this application may be used by them for the purpose of their statutory functions.

I authorise UK Visas and Immigration to make enquiries of:

- the Insolvency Service (England and Wales)

- the Accountant in Bankruptcy

- the Official Receiver (Northern Ireland)

- other appointed Receiver concerning my declaration of bankruptcy

I agree that the relevant body may disclose personal information obtained as part of their statutory function.

7.2 I confirm that I have read and understood the Guide B(OTA)

7.3 I confirm that I have enclosed the appropriate application fee and payment slip

7.4 I confirm that I have enclosed the appropriate documents

7.5 I understand that a certificate of citizenship may be withdrawn if it is found to have been obtained by fraud, false representation or concealment of any material fact, or if on the basis of my conduct the Home Secretary considers it to be conducive to the public good.

7.6 \*I declare that, although I do not meet all of the statutory requirements for naturalisation, I believe that, in view of the following special circumstances, the Home Secretary should treat me as fulfilling those requirements or waive the need in my case to fulfil them.

\*Delete if not applicable

7.7 Special circumstances - which requirements do you think you fail to meet and what are the special circumstances? (continue on a separate sheet of A4 paper if necessary).

7.8 Please sign below once you are satisfied you have completed the form correctly. Fees are not fully refundable for applications that fail or are withdrawn. You are recommended to read the guide, particularly those sections on how to qualify.

Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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# Supporting Documents

Your application cannot be considered without certain evidence. You should provide documents to cover each of the sections shown below that are relevant to your application and tick to indicate the type of evidence you have enclosed. If you are concerned about submitting your original documents then you may wish to consider using the Nationality Checking Service described on page 7 of the guide. We reserve the right to call for documents to satisfy ourselves as to their authenticity. Providing forged or fraudulent documents may result in prosecution leading to fines, imprisonment and deportation.

## **Section 1: Evidence of identity: required for all applicants - you may provide either:**

- your passport
- national identity card
- Home Office travel document
- Home Office entitlement card
- Home Office ARC letter
- your birth certificate
- your driving licence

## **Section 2: Evidence of lawful residence during the 5 years before the date of the application required for applications made on the basis of residence in the United Kingdom for all applicants - you may provide either:**

- your passports
- letters from employers, educational establishments or other government departments indicating presence in the UK

## **Section 3: Evidence of freedom from immigration time restrictions - you may provide either:**

- your passport showing permission to remain permanently in the UK
- the Home Office letter by which you were given permission to remain permanently in the UK
- evidence of being freely landed

## **Section 4: Evidence of Crown service for applications made on the basis of your Crown service:**

- a letter from the relevant employer confirming date and place of recruitment, position held and the extent to which it would be in the employer's interests for the application to be granted

## **Section 5: Evidence of tax for self-employed applicants only:**

- the most recent HM Revenue and Customs self assessment statement of account