

## SET(GT) Version 07/2022

# Application for settlement\* for a person granted limited leave under the dedicated Grenfell immigration policy for survivors.

This form is to be used for applications made on or after 18 July 2022. This application is also an application for a biometric residence permit. \* "Settlement" is also known as indefinite leave to remain. See the Grenfell Tower fire guidance for more information: https://www.gov.uk/government/publications/grenfell-tower-fire-handlingimmigration-cases

Please read the guidance notes at the end of this form before completing it.

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 <a href="http://www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship">www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship</a>. 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.

This form should be used for all applications for settlement under the dedicated Grenfell Tower immigration policy for survivors made on or after 18 July 2022.

Please read the separate guidance notes at the end of this form before making your application.

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.

Do not complete this form unless you have already been granted leave under the dedicated Grenfell Tower immigration policy for survivors and other individuals directly affected by the fire. Your application will not be valid and may be rejected and not considered.

Do not use this form if you are applying for leave to remain as a relative who attended the UK for the public inquiry and have been granted rolling leave of 6 months. You may be able to apply to stay in the UK for leave to remain based on family or private life; or apply for leave outside of the Immigration Rules on compelling compassionate grounds. Please see the GOV.UK website for further information on how to apply at:

www.gov.uk/government/organisations/uk-visas-and-immigration.

You must apply by post if you are using this form, send your application to the following address:

Home Office RCM (Grenfell Tower team) 7th Floor Capital Building Liverpool L3 9PP

#### **Biometric enrolment fee**

As part of your application you are required to enrol your biometric information (facial photographs and fingerprints). You will not need to pay a fee for doing this.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics, please visit the following section of our website: <u>www.gov.uk/biometric-residence-permits</u>

#### Who may apply with you?

You may include:

- your spouse, civil partner, or durable partner (if you have been in a relationship for more than 2 years) and children who are applying as your dependants and were previously granted permission to stay under the dedicated Grenfell Tower immigration policy for survivors
- any child born to you in the UK since 14 June 2017 who is not a British citizen

## Section 1 - Immigration adviser

Immigration advisers can advise you on matters relating to immigration and citizenship. More information is available at: <a href="http://www.gov.uk/find-an-immigration-adviser">www.gov.uk/find-an-immigration-adviser</a>

You must tell us immediately if any of the information about your immigration adviser changes. You can find out how at: <u>https://eforms.homeoffice.gov.uk/outreach/AddressUpdate.ofml</u>. If you cannot access this link, send your changes to the Home Office return or contact address you were given when this form was sent to you (the address will be on the letter or email that accompanied this form).

# Where you have an immgration adviser, we will contact them about your application status.

1.1 Do you have an immigration adviser based in the UK?

Yes

No - go to Section 2

#### **1.2** Immigration adviser's name:

#### What is the name of your immigration adviser?

If they do not have both a given name and family name, enter their name in the 'Given name or names' field. If you do not know the name of the immigration adviser, leave this section blank.

#### Given name or names:

Family	y nan	ne:												

#### 1.3 Immigration adviser's contact email

# You must confirm with your immigration adviser if they are happy for us to use email to contact them about your application.

We may use this email address to contact them about your application and may use it to contact them about your immigration status after your application has been decided.

Emails about your immigration status may contain sensitive personal information.

#### My immigration adviser cannot be contacted by email.

If you select this option, we will send all correspondence to your immigration adviser's postal address.

Immigration adviser's email address:

Confirm immigration adviser's email address:

#### **1.4** Name of immigration adviser's organisation:

This could be their trading, company or business name.

#### 1.5 Immigration adviser's postal address:

This must be in the UK

Property number:											
Street name:											
Town/city:											
UK postcode:											

#### **1.6** Immigration adviser's telephone number:

Telephone number:

1	 	 	 	L		 	 	 I	 	 L	 	 		

#### **1.7** Immigration adviser's reference number (if applicable):

													1	I		
					I											
- Contraction of the second se	 		 	 		 	 			 						<u> </u>

# 1.8 Who regulates your immigration adviser (you should ask them to provide the answer):

The Law Society
The Institute of Legal Executives
The Faculty of Advocates
The Law Society of Scotland Office of the Immigration Services Commissioner (OISC)
The Law Society of Northern Ireland
The General Council of the BAR
Immigration adviser is exempt from regulation - state why in space below
Immigration adviser is not regulated and is not exempt
If exempt state why:

## Section 2 - Applicant's details

2.1 Title - please select from the following list:

Mr Mrs	Miss Ms	Other - please	state
2.2 First name or nam	es as stated in your pass	port or travel document i	f you have one:
2.3 Last names or fam	nily names as stated in yc	our passport or travel doc	cument if you have one:
	or have ever been known ils below and send the ev		•
Name known by	Nationality at the time of using this name	Dates from and to	Evidence sent

Please photocopy this page if more space is needed

2.5 Date of birth:	D D M M Y Y Y Y
2.6 Gender:	Male Female
2.7 Town or city of b	pirth:
2.8 Country of birth:	
2.9 Nationality:	
2.10 Relationship sta	atus - please select from the following list:
Married or civil partne	Pr Durable partner Widowed or surviving civil partner
Single Divo	orced or dissolved civil partnership Separated or separation order

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#### 2.11 Your Home Office reference numbers if known:

Reference number 1	
Reference number 2	
Reference number 3	
2.12 Your UK National Insur	ance number (if known):
2.13 BRP reference number	··

2.14 Home address in the UK: (please let us know if this changes - see note 10 of the guidance notes):

								Po	stco	ode:					

#### 2.15 Telephone numbers:

#### Preferred contact (tick)

Home: Work:														
2.16 E	Email a	add	res	s:										

#### 2.17 Correspondence address (if different from home address above):

			 		 	 	 				 '	 	 	 	
								Po	stco	ode					

# Section 3 - Your history and circumstances since you were granted limited leave

3.1 When does your limited leave expire? Please do not submit your application earlier than 1 month before the expiry date of your current leave. See the guidance notes (note 1):



3.2 If your limited leave has already expired, please explain why you did not make this application earlier:

3.3 Do you currently hold a valid national passport, national identity card or travel document?



Go to section 4

No Go to 3.4

3.4 If you have answered no to question 3.3, you must explain why you do not have a national passport, national identity card or travel document and you should provide all previous passports, travel documents or national identity cards that have been issued to you. If you have tried to obtain a national passport, national identity card or travel document and have been refused, you must explain the reasons why below:

Your application will be considered in accordance with the dedicated Grenfell Tower immigration policy for survivors published on the Home Office website:

www.gov.uk/government/publications/grenfell-tower-fire-handling-immigration-cases.

We will make a decision about whether or not you qualify for settlement on the basis of the information about your circumstances that you have already provided and any new information which you submit with this application form.

There is no need to send us any information that you provided when you were last granted limited leave under the dedicated Grenfell Tower immigration policy for survivors.

You should tell us immediately if there are any changes in your circumstances that are relevant to this application, or if any new information relevant to this application becomes available. See the guidance notes (note 10).

If you wish to send us any documents, you should send a description of what it is and an English translation if it is not in English.

## Section 4 - Dependants who are also applying

4.1 Do you have any dependants living in the UK?

</th <th>Yes</th> <th>No</th> <th>Go to</th>	Yes	No	Go to
	L		section 5

If you have answered yes to question 4.1, this is where you give their details. 'Partner' means your spouse, civil partner or durable partner.

Children can apply using the same form (SET(GT)).

You cannot include the following as dependants:

- a spouse, civil partner, same sex partner or any other dependant who already has leave in the UK in another category
- a spouse, civil partner, same sex partner or other dependant who is currently in the UK with no valid leave
- a dependant over 18 years of age who is not your spouse or partner

If you need more space please continue on another sheet and send it with your application.

#### Information about your partner applying with you

4.2 Your partner's full name as shown on their passport or travel document if they have one:

4.3 Your partner's nationality (enter all nationalities held if they have more than one):

4.4 Your partner's BRP reference number:

4.5 Your partner's place of birth - town or city and country:

4.6	F	Part	ner	's da	ate	of b	irth	:		D	D	Μ	Μ	Y	Y	Υ	Υ				

4.7 Your partner's relationship to you - please tick:

Spouse	Civil partner	Durable (Unmarried) partner	

#### Information about your children applying with you

In this section include any children who are living with you in the UK and who are applying as your dependants. You can add any children if they are applying as your dependants and were previously granted permission to stay under the dedicated Grenfell Tower immigration policy for survivors and any child born to you in the UK since 14 June 2017 who is not a British citizen.

If more than 2 children are applying, please give their details on a photocopy of this page and enclose it with this form.

	Child 1	Child 2
Name (given name and family name)		
Date of birth (dd/mm/yyyy)		
Place of birth (town, city and country)		
Gender		
Nationality (include all nationalities they hold)		
Passport, national identity card or travel document (if held)		
Issuing authority		
Date of issue (dd/mm/yyyy)		
Date of expiry (dd/mm/yyyy)		
List all languages that your child speaks		
How long has this child lived in the UK		
Does this child live with you at the address provided in question 2.14?		
Who is financially responsible for this child?		

If your current partner is not the other parent of this child, provide details of the other parent. Include name, where they live, their nationality and their level of contact or parental responsibility	

## **Section 5 - Personal history**

Personal history (criminal convictions, war crimes and other penalties)

It is mandatory to complete section 5. If it is not complete the application will be invalid and will be returned to you and not considered.

This section asks about any criminal convictions, cautions and any civil judgments or civil penalties made against you (or any dependants who are applying on this form with you) and details of any involvement you or any dependants who are applying with you may have had in war crimes, genocide, crimes against humanity or terrorism since your last application. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused.

It is an offence under section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which is known to be false or is not believed to be true. Information given will be checked with other agencies.

5.1 Have you or any dependants who are applying with you been convicted of any criminal offence in the UK or any other country since your last application?

Yes

Go to question 5.2

Go to question 5.3

5.2 Please give details below for each criminal conviction since your last application, starting with the most recent one. If you or your dependants have received more than 2 convictions, please photocopy this page and enclose it with this form.

No

Note: We will carry out criminal record checks on all applicants and dependants. You must give details of all unspent and spent criminal convictions. This includes road traffic offences including all drink/drug-driving offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court.

#### **Criminal conviction 1**

Name of	per	son	con	vict	ted:													
Country	whe	re c	onv	icte	d:													
Nature c	of the	e offe	ence	e:		 								 		 	 	
Sentenc	e giv	en:												 		 	 	
Date ser	ntenc	ed:		D	D	M	M	Y	Y	Y	Y							

If you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

months

#### **Criminal conviction 2**

Ountry where convicted:       Ountry where convicted:         Ountry where convicted:       Ountry where convicted:
Nature of the offence:
Nature of the offence:
Nature of the offence:
Sentence given:
Date sentenced D D M M Y Y Y Y
If you were sentenced to a period of imprisonment, what was the length of the prison sentence
imposed (in months)?
months
5.2 Here you as any dependents who are applying with you been subject to as received any
5.3 Have you or any dependants who are applying with you been subject to, or received, any other penalty in relation to a criminal offence; for example caution, reprimand, warning, or similar
penalties in the UK or any other country?
Yes Go to question 5.4 No Go to question 5.5
5.4 Give details of each penalty you have received, starting with the most recent one. If you or
any dependants who are applying with you have received more than 2 such penalties, please
photocopy this page and enclose it with this form.
Details of penalty 1
Name of person:
Country where penalty given:
Offence:

Type of penalty (for example: caution, reprimand, warning or other - please state):

Date sentenced:	D	D		Μ	Μ		Y	Y	Y	Y
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#### **Details of penalty 2**

Name of person:
Country where penalty given:
Offence:
Type of penalty (for example: caution, reprimand, warning or other - please state):
Date sentenced:
5.5 Have you or any dependants applying with you had any UK court judgment against you for
non-payment of a debt, or received a civil penalty under UK Immigration Acts?
Vec Costo question 5.6 No. Costo question 5.7
Yes Go to question 5.6 No Go to question 5.7
5.6 Give details for each UK court judgment or civil penalty under UK Immigration Acts, starting with the most recent one. If you or any dependants applying with you have received more than 2 court judgments and/or civil penalties under the UK Immigration Acts, please photocopy these pages, complete the details, and enclose them with this form.
Details of court indement or civil popular 4
Details of court judgment or civil penalty 1
Name of person:
Specify whether you had a court judgment or civil penalty:
Date of court judgment or civil penalty:   D   M   M   Y   Y   Y
Details of court judgment or civil penalty 2
Name of person:
Specify whether you had a court judgment or civil penalty:
Date of court judgment or civil penalty:   D   D   M   Y   Y   Y

You must answer questions 5.7 to 5.12 below even if you have answered no to question 5.1

Before you answer these questions, please read the definitions at the end of this section.

5.7 Have you or any dependants who are applying with you been arrested and charged in any country with any criminal offence and are awaiting, or are currently on trial?	Yes		No	
5.8 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	
5.9 Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country?	Yes		No	
5.10 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	
5.11 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	
5.12 If you have answered yes to any of the questions 5.7, 5.8, 5.9, give further details in the space provided below. If you need more space		-		

5.12 If you have answered yes to any of the questions 5.7, 5.8, 5.9, 5.10, or 5.11 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.

years

How long have you lived in the UK?

months

#### Definitions

For the purposes of answering questions 5.7 to 5.12, 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 <u>www.</u> <u>legislation.gov.uk/ukpga/2001/17/schedule/8</u> 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, ethnic, 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 6 - Biometric residence permits

It is mandatory to complete this section. If it is not complete, the application will be invalid and will be returned to you.

In accordance with regulation 3 of the Immigration (Biometric Registration) (Amendment) Regulations 2012 anyone applying for permission to stay in the UK for more than 6 months must also apply for a biometric immigration document, (also known as a biometric residence permit or BRP). This also applies to any dependents applying for permission to stay for more than 6 months. Further information about biometric residence permits is available on page 17.

If you have a current Biometric residence permit you must send it with your application.

6.1 Ha	ive you been is	sued with a B	RP?													
Yes	go to	question 6.2		No		go to question 6.5										
6.2 BF	RP number:															
6.3 Wł	nere is your BR	P now (please	e tick)'	?												
l am ser this app	nding it with lication	· · ·	ned to	d alread the Ho	-			nere in Office	the		go	to 6.5				
Stolen	Stolen go to question 6.4 Lost go to question 6.4															
	6.4 Have you reported this to the Home Office card management service? Yes No															
15 y	<ul> <li>6.5 Which age group do you belong to (at the date of submitting your application)?</li> <li>15 years and under go to 6.6 16 years and over go to section 7</li> </ul>															
6.6 Wł	hat is the title of	f the person w	/ho wil	ll accon	npany y	ou to gi	ive yo	our bior	netrics	?						
Mr Mrs Miss Ms Other - please state																
6.7 Fir	st names or giv	/en names:														
6.8 La	st names or far	nilv names:														
6.9 Th	eir date of birth	:	DI	D	M M	ΥΥ	Y	Y								

#### 6.10 Their place of birth:

0.10						
6.11	Is this person your parent or legal guardian?:					
Yes		No				
6.12	Relationship to you?					

-			 	 	 	 		 						
- E														1
- L														
- L														

## **Section 7 - Documents**

#### **Documents**

You must provide the documents specified below which are relevant to your application. If you do not, we may decide your application on the basis of the information and documents we have. Tick the relevant boxes to show the documents you are providing.

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

#### **Passports and Immigration**

#### All applicants

Your original valid passport or travel document or a national identity card if you hold these.

The original valid passport or travel document or a national identity card (if held) for each dependent included in section 4.

Your Biometrics residence permit if you have been issued with one since entering the UK. See Biometrics residence permit note in the box below.

The Biometrics residence permit for each dependant included in section 4 and applying for an extension of stay in the UK with you if they have been issued with them since entering the UK.

Full birth certificates of any dependent children applying on this form showing parents' names.

If you cannot provide all the documents that we have asked for, you can still complete and submit this application form, but use this space to explain why some of the documents cannot be sent. If you can send them later, you should also tell us when you will send them.

## **Section 8 - Declaration**

# You must now read the declaration below and sign it. If you are under 18, your parent or guardian may sign.

It is mandatory for the declaration to be signed. Please note that this application will be invalid if it is not signed as specified above.

I am applying for settlement (also known as indefinite leave to remain) in the UK for myself and any dependents 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 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 Home Office.

I understand that all information provided by me to the Home Office 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 UK.

I am aware that it is an offence to make 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 2018 and Article 8 of the European Convention on Human Rights will be unaffected.

Applicant's signature:

Parent/legal guardian's signature (if applicant is under 18):



## Your personal checklist for form SET(GT) Settlement (also known as indefinite leave to remain under the dedicated Grenfell Tower immigration policy for survivors).

Please make the following checks before submitting your application. They should help to ensure that it is complete.

- Are you sure that Form SET(GT) is the right form for your application? See note 1 of the guidance notes.
- Do you have no more than 1 month until your current leave expires? See note 1 of the guidance notes.
- Have you completed all sections of the form correctly as instructed? See note 4 of the guidance notes
- If you have used additional sheets of paper have you attached them?
- Have you sent us all of the documents which you or your dependants hold, listed in section 7?
- Have you retained photocopies of all the documents you will send with this application for your own use?
- If you are unable at present to send us any of the documents listed in section 7, have you given an explanation and said when you will be able to send them?
- Have you signed and dated the declaration in section 8 of the form?

Finally, please make sure that the application is addressed appropriately as on page 2 of this application form and in note 4 of the guidance notes.

## Form SET(GT) Settlement under the dedicated Grenfell Tower immigration policy for survivors:

#### Guidance notes and other relevant information

These notes and other information are intended to help you make an application for settlement (also known as indefinite leave to remain) under the dedicated Grenfell immigration policy for survivors.

#### 1. Are you using the correct application form SET(GT)?

You must be in the UK to use this form. You must be making an application for settlement under the dedicated Grenfell immigration policy for survivors.

Please do not send your application more than 1 month before your current leave expires, as you may be refused if you have not completed the required period of leave to qualify for settlement if you apply too early.

You can use this form to make your own application and an application on behalf of any dependents. Your dependents are:

- your spouse, civil partner, or durable partner (if you have been in a relationship for more than 2 years)
- children who were previously granted permission to stay under the dedicated Grenfell Tower immigration policy for survivors
- any child born to you in the UK since 14 June 2017 who is not a British citizen

#### 2. Making sure that your application is complete?

This is very important. The decision on your application is likely to be delayed if you do not provide all the necessary information and documentation. To make sure that your application is complete, you need to do the following:

- answer all the questions and complete or tick any boxes that apply to you personally, as well as to any dependants included in the application
- provide the documents requested in support of your application and those of any dependants included in the application - you should retain photocopies of any documents you submit with this application
- if you cannot provide a document now, please explain the reasons and tell us when you will be able to send it
- sign and date the declaration in section 8

#### 3. Completing form SET(GT)

Please write in English in block letters and in black ink when completing the form. The notes below are designed to help you complete each section.

Section 1 must be completed in full in all cases where an immigration adviser is assisting you with your application.

Section 2 must be completed in full in all cases. If the application includes dependants, the details of the main applicant must go in section 2. Details of the dependants should go in section 4.

Section 3 must be completed in full in all cases. The date needed in answer to the question at 3.1 is the date that the main applicant's limited leave expires. If, after your application is made, your circumstances change or you have new information which you would like to be considered, please submit this as soon as possible (see note 9).

Section 4 must be completed in full in all cases where you have family living with you in the UK who are making an application at the same time. Dependents for the purpose of this application include:

- your partner and children who were given permission to stay in the UK as your dependants when you were granted leave outside of the Immigration Rules under the dedicated Grenfell Tower immigration policy for survivors
- any child born to you in the UK who is not a British citizen

Section 5 must be completed as indicated in all cases.

Section 6 must be completed in all cases.

Section 7 must be completed in all cases. If any dependants are included in the application, please make sure that you provide their documents and tick the relevant boxes.

Section 8 must be completed in all cases. Where more than one applicant is included on the form, the signature must be that of the main applicant.

Personal Checklist. This is a final reminder to help you make sure that you have done everything correctly.

After completing the form, please make sure that you submit all pages up to and including section 8.

Please keep the Personal Checklist at the end of the form.

#### 4. Applying by post

Your completed application must be sent to the following address:

**Home Office** 

**RCM (Grenfell Tower Team)** 

7th Floor

**Capital Building** 

LIVERPOOL

#### L3 9PP

It is very important that you address the envelope exactly as above when using the SET(GT) Form. We recommend that you use Recorded Signed For or Special Delivery, as this helps us to record the receipt of your application. Please make sure that you keep a record of the Recorded Signed For or Special Delivery number.

#### 5. Choosing an immigration adviser

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

Please see:

<u>www.gov.uk/government/organisations/office-of-the-immigration-services-commissioner</u> for more information and a list of authorised advisers. It also 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

5th Floor

21 Bloomsbury Street London

WC1B 3HF

Telephone: 0345 000 0046

#### 6. How long will it take to process your application

Your application for settlement under the dedicated Grenfell Tower immigration policy for survivors will be dealt with as quickly as possible by our dedicated team. If you do not submit all the necessary documents with your application, there may be a delay in dealing with your application while we wait for you to submit these documents.

If you submit your application after your current leave has expired, or other issues arise, we may need to make further enquiries, and there may be a delay in considering your application while these are made.

#### 7. How will your passport (s) and other documents be returned?

Your passport(s) and any other documents we return to you will be returned by Recorded Signed For Delivery in all cases.

#### 8. Contacting us after you have applied

If you have to send us a document which you cannot provide when making your application, or if you need to tell us anything else, including a change of address or change of circumstances, please use the following address:

Home Office RCM (Grenfell Tower Team) 7th Floor Capital Building LIVERPOOL L3 9PP

#### 9. Other application forms

Other application forms on which to apply for an extension of stay or indefinite leave to remain in the UK can be downloaded from the Home Office website: <u>www.gov.uk/visas-immigration</u>

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#### **10. Biometric Residence Permits**

A leaflet explaining the Biometric residence permit including the application process is available to download at: <u>www.gov.uk/biometric-residence-permits</u>