



If you wish to apply for permission to stay in the UK on form FLR(P), please read these guidance notes and the separate UK Visas and Immigration photograph guidance before making your application.

Contacting us

Our website:

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

For information about:

- immigration law and policy
- Premium Services
- to see and download application forms
- to see related guidance

Guidance notes

1. For which applications must you use form FLR (P)?

Form FLR(P) must be used to apply for permission to stay as a child under the age of 18 seeking to stay with a non-parent relative who has protection status in the UK but has not yet settled.

You must be in the UK to apply.

2. Who may apply on this form?

This form is for a child under the age of 18 of a non-parent relative who has protection status in the UK but has not yet settled.

The definition of the term “child of a relative” for the purpose of completing this form includes nieces, nephews, stepbrothers, stepsisters, and cousins of those with protection status but are not yet settled in the United Kingdom who are under 18 years of age. It does not include stepchildren.

3. The fee

If you do not pay the specified fee, the application will be invalid and will be returned to you.

We will not refund the fee if we refuse the application or if you withdraw it.

Please note that when making large or multiple payments using your credit card, the anti-fraud measures that banks operate sometimes stop the full payment being taken. This can happen for a number of reasons. To prevent this, you may inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.

Please be aware that not all banks offer this service.

For information about methods of payment, please see the payment details guidance on page 2 of the form.

For more information about the current fees, please go to our website:

www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-6-april-2022.

4. When to apply

You should apply as soon as practicably possible.

5. Ensuring your application is complete

You do this by completing every relevant section of the form as required and providing all the documents specified for your particular application, including your passport. If you do not do this, 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.

You will only be considered to have submitted a 'valid' application if the correct payment has been made towards the Immigration Health Surcharge, if applicable. You will need to assess the likely cost using the online portal www.gov.uk/healthcare-immigration-application. UKVI will contact you directly to request the appropriate payment for the Immigration Health Surcharge after your application has been submitted. This payment will need to be made online.

6. Completing the form

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

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

Please note that we always use the personal details in an applicant's passport or travel document for official purposes, including any residence permit if the application is granted.

Take care to complete all sections as required, including the Personal History section.

Follow the guidance on page 2 of the form when completing the payment details.

Read the notes in various sections of the form.

As already emphasized, in part 5 of these notes, you must enclose a letter of explanation if you are unable to provide all the required information or any relevant specified documents.

7. Photographs

For your application to be valid, it is mandatory to provide the following photographs:

- two identical passport-size photographs of yourself with your full name written on the back of each one

The photographs you provide must also comply with the format requirements specified in the separate UK Visas & Immigration photograph guidance.

Please ensure that you place the photographs in a small, sealed envelope and attach it to section 1 of the

form as instructed there and without damaging the photographs.

8. Documents

Documents provided with the application must be originals. In addition, you should provide photocopies of each of these documents including any pages of your passport(s) that contain personal details, visas or immigration stamps (foreign or UK). These do not have to be notarised by a solicitor or legal representative.

If you are unable to provide the original document, 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 grant your application without the original document.

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

Make sure your passport or travel document is signed.

9. Apply to address

The address to which you must send an application on form FLR(P) is:

**Department 600
UKVI
The Capital
Old Hall Street
Liverpool
L3 9PP**

Posting it to any other address will not only delay your application but could make it invalid.

This address is only to be used when sending your application. Please use the address given in part 12 for any other correspondence about your application.

If you use Recorded or Special Delivery, this will help us to record the receipt of your application. 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.

You will receive a letter of acknowledgement within a few days of your application being received unless there is a problem concerning the payment of the fee, in which case you will be contacted as soon as possible.

10. Decision times

For the latest information on our service standards for deciding charged applications please go to our website.

Applications which are not straightforward, or which need further enquiries, take longer to decide. These include applications by people who have remained here unlawfully after the expiry of their permitted stay. As we cannot tell in advance how long it will take to decide particular cases, our general advice is not to make any non-urgent travel arrangements until your passport(s) or travel document(s) are returned.

11. Your status while your application is being considered

If you apply before the end of your permitted stay in the UK, your existing immigration status, including any permission to work, will continue until your application is decided.

12. 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 following address (not the one to which you posted your application):

UK Visas & Immigration
Liverpool Set. Casework
PO Box 306
Liverpool
L2 0QN

and give the following details in your 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

Your application will be treated as withdrawn if your passport is returned for travel abroad before we are able to decide the application.

13. Obtaining application forms

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

14. Choosing an immigration adviser

Immigration advisers are regulated by The Office of the Immigration Services Commissioner (OISC). Their website at www.oisc.gov.uk contains 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 (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/