



Home Office

EU Settlement Scheme: how to check if a parent would have been granted settled status on 30 June 2021

Version 1.0

This guidance is for His Majesty's Passport Office staff dealing with passport applications for customers born on or after 1 July 2021 when they need to check if UK Visas and Immigration would have granted the parent settled status on 30 June 2021.

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About: EU Settlement Scheme: how to check if a parent would have been granted settled status on 30 June 2021

This guidance tells His Majesty's Passport Office staff dealing with passport applications for customers born on or after 1 July 2021 when they need to check if UK Visas and Immigration would have granted the parent settled status on 30 June 2021. It also tells them how to:

- work out what the relevant period of time is
- use the Residence Proving Service (RPS)
- ask for evidence of residence
- ask for evidence of a family relationship
- do quality checks on passport applications where the examiner used the RPS

Contacts

If you have any questions about the guidance and your line manager or senior caseworker cannot help you or you think that the guidance has factual errors then email the Guidance team.

If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) or have any comments about the layout or navigability of the guidance then you can email the Guidance team.

Publication

Below is information on when this version of the guidance was published:

- version **1.0**
- published for Home Office staff on **3 March 2025**

Changes from last version of this guidance

This is new guidance.

Related content

[Contents](#)

How to check if a parent would have been granted settled status on 30 June 2021

This section tells HM Passport Office examination staff how to decide if a parent would have been granted settled status on 30 June 2021. It explains how operational team leaders and examiners use the Residence Proving Service to help make that decision.

When deciding if a parent, who the nationality claims relies on, would have been granted settled status on 30 June 2021, you must check if they are an EEA (European Economic Area) citizen or a non-EEA citizen.

When deciding if an EEA (European Economic Area) citizen parent would have been granted settled status on 30 June 2021, you must check if they were continuously resident in the UK for the relevant period of time.

When deciding if a non-EEA citizen parent would have been granted settled status on 30 June 2021, you must check if they had been continuously resident in the UK and their relationship to an EEA citizen had subsisted for the relevant period of time.

UK Visas and Immigration (UKVI) will usually grant settled status when the customer gives them evidence they have been resident in the UK for 5 continuous years.

If UKVI granted the parent EUSS settled status after 30 June 2021, we need to check if the parent would have been granted it on 30 June 2021, if they applied on time.

However, because UKVI have already seen evidence the parent was resident in the UK for 5 continuous years, we only need to see evidence for the difference in time between 30 June 2016 and the date which is 5 years before UKVI granted the parent settled status. This is referred to as the relevant period of time (see [How to work out what the relevant period of time is](#)).

Some customers may have been granted settled status, but they have been in the UK less than 5 years before 30 June 2021. This may be because they met the criteria for a retained rights case.

If the UK Visas and Immigration system shows a customer has been granted settled status because they met the criteria for a [derivative right to reside](#), you must raise a guidance referral with the Quality and Examination Support team (QuEST).

You, the QuEST officer, must send the query to the EEA Citizens' Rights & EUSS Policy Enquiries team and ask for advice on how to deal with the application.

How to work out what the relevant period of time is

The relevant period of time for EEA citizen and non-EEA citizen parents, is the period of time between both of the below dates:

- 30 June 2016 (which is 5 years before 30 June 2021)
- the date 5 years before they were granted settled status

For example, if a parent was granted settled status on 30 May 2022 and you need to know if they would have been granted it on 30 June 2021, you will need to check if they have been resident in the UK between both of the below dates:

- 30 June 2016 (5 years before 30 June 2021)
- 30 May 2017 (5 years before they were granted settled status)

To check if a parent has been continuously resident in the UK for the relevant period of time, you must ask your operational team leader (OTL) to check the parent's details on the Residence Proving Service (RPS).

How to use the Residence Proving Service

Only operational team leaders (OTLs) have access to the Residence Proving Service (RPS). You, the examiner, must ask an OTL to check RPS for you.

To access the RPS, you, the OTL must go to the Residence Proving Service and select **POISE login**.

When you have opened RPS, you must:

1. Enter the customer's:
 - **First name**
 - **Surname**
 - **Date of birth**
 - **National Insurance number**
2. Enter the date of 30 June 2021 in the **Application raised date** section.
3. Select **Submit**.

The RPS will show a screen that shows:

- the outcome, for example:
 - Passed
 - Partial Pass
 - Not Met
 - Not Found
- the customer's residence data in calendar years
- Years resident
- Footprint

RPS: results show Passed

If the RPS outcome shows as 'Passed', it means the parent would have been granted settled status on 30 June 2021.

You, the OTL, must add a case note to:

- explain RPS shows the outcome as 'Passed' and what period of time you checked
- tell the examiner the parent would have been granted settled status on 30 June 2021

You, the examiner, must continue to process the application.

RPS: results show Partial Pass

If the RPS outcome shows as 'Partial Pass', you, the OTL, must:

1. Check which years do not show as **Passed** in the **Years resident** section.
2. Check if the parent was resident in the UK for 5 continuous years by changing the Application raised date to a date before 30 June 2021 (for example, 1 January 2019).

If you found an earlier period of time where the parent was resident in the UK for 5 continuous years, you must deal with the application in line with [RPS: results show Passed](#).

If you did not find an earlier period of time where the parent was resident in the UK for 5 continuous years, you must add a case note to show:

- what period of time shows as **Passed**
- what period of time shows as **Not Met**
- tell the examiner to ask the customer for evidence to show they have been resident in the UK for the period of time that shows as **Not Met**

You, the examiner, must:

1. Check the OTL's case note to check:
 - what period of time shows as **Passed**
 - what period of time shows as **Not Met**
2. Ask the customer for evidence of:
 - residence in the UK for the period of time shown as **Not Met** (see [EUSS: asking for evidence of residence](#))
 - their relationship to the EEA citizen (if they are a non-EEA citizen)

RPS: results show Not Met

If the RPS outcome shows as **Not Met**, you, the OTL, must check if the parent was resident in the UK for 5 continuous years by changing the **Application raised** date to a date before 30 June 2021 (for example, 1 January 2019).

If you found an earlier period of time where the parent was resident in the UK for 5 continuous years, you must deal with the application in line with [RPS: results show Passed](#).

If you did not find an earlier period of time where the parent was resident in the UK for 5 continuous years, you must add a case note to:

- show the RPS did not show a residence footprint for the customer
- tell the examiner to ask the customer for evidence to show they have been resident in the UK for the relevant period of time

You, the examiner, must ask the customer for evidence of:

- [residence](#) in the UK for [the relevant period of time](#)
- [their relationship to the EEA citizen](#) (if they are a non-EEA citizen)

RPS: results show Not Found

If the RPS outcome shows as Not Found, you, the OTL, must:

1. Check if the documents show the customer has a previous name or an alias.
2. Do the check again on the residence proving service using the customers previous name or alias.

The RPS uses residency data so it still shows as **Not Found**, this means the customers details do not match the data on His Majesty's Revenue and Customs or the Department for Work and Pensions systems. If this happens, you must add a case note to:

- show RPS did not show a residence footprint for the customer
- tell the examiner to ask the customer for evidence to show they have been resident in the UK for the relevant period of time

You, the examiner, must ask the customer for evidence of:

- [residence](#) in the UK for [the relevant period of time](#)
- [their relationship to the EEA citizen](#) (if they are a non-EEA citizen)

EUSS: asking for evidence of residence

You must ask the parent for evidence of their residence in the UK, if your OTL has added a case note to explain the RPS shows the result as **Partial Pass** or **Not Met**.

You must not ask for evidence of residence for any blank periods of time on the RPS if they were less than 5 years before UKVI granted the customer settled status. This is because UKVI has already checked this before they granted the customer settled status.

You must check with your OTL if you are unsure about accepting evidence. The following list gives examples of evidence you may accept as proof the parent was resident in the UK at the specified time period covered by that particular document (for example, term times or monthly payslips):

- bank statements issued:
 - yearly, showing payments received or spending in the UK in at least 6 months of that 12 month period
 - monthly showing payments received or spending in the UK
- annual business accounts of a self-employed person
- dated invoices for work the parent carried out in the UK at a particular time, and accompanying evidence of payment
- evidence of an employer making pension contributions for an employee who is required to be physically present in the UK
- a P60 for a 12 month period (you may request additional evidence to confirm the person has been resident in the UK for at least 6 months of that period)
- a P45 confirming the duration of a period of employment which has ceased
- payslip for a UK-based job
- a signed and dated letter from an employer, confirming UK-based employment for a specified time, and confirmation of the employer's status (such as registration with HMRC or Companies House)
- signed and dated letter from a registered care home confirming the period of residence in the home
- a residential mortgage statement or tenancy agreement, and accompanying evidence of the mortgage or rent being paid (for example, confirmation from the lender or landlord)
- a dated, UK-addressed domestic bill showing the parent's name, for example:
 - contract for a mobile or fixed line telephone
 - a TV or internet service
 - for insurance, veterinary bills or home services/repairs and accompanying evidence of payment
- a dated letter from a UK GP or other healthcare professional confirming the parent's attendance at appointments, or a card issued by the healthcare professional confirming those appointments - this will be treated as evidence of residence for the period covered by the appointments (or for the month in which a single appointment occurred)
- a signed and dated letter or invoice from an accredited educational or training in the UK confirming:
 - the parent's name and address
 - physical attendance at a course and its duration; or
 - enrolment on a course accompanied by dated and signed evidence of completion (such as a qualification certificate); and,
 - accompanying evidence of payment (if an invoice is provided)

- documentation issued by a UK student finance body or the Student Loans Company that shows:
 - the parent's UK address
 - an entitlement notification or repayment statement
- a passport stamp confirming entry at the UK border - this will be treated as evidence of residence for the month of entry
- a used travel ticket confirming previous inbound travel to the UK - this will be treated as evidence of residence for the month of entry
- a dated letter, or benefit claim made to, a UK government department, another UK public body or a UK charity confirming the parent's physical interaction with them, for example Job Centre Plus or Citizens' Advice or a registration card or certificate issued under the Worker Registration Scheme - this will be treated as evidence of residence for the month in which it is dated, unless it explicitly confirms interactions over a longer period

Residency evidence: checking the customer's evidence

When you receive the customer's evidence, you must check that it shows the parent was:

- resident in the UK for [the relevant period of time](#).
- not outside of the UK for more than 6 months in any 12 month continuous period

If the evidence confirms the parent was resident in the UK for the relevant period of time or an earlier period of time before 30 June 2021 (for example, 1 January 2013 to 1 January 2018,) you must:

1. Accept they would have been granted settled status on 30 June 2021.
2. Continue to process the application in line with EU Settlement Scheme: child born on or after 1 July 2021.

You must refer to Settled status granted after child born: EUSS application received on or after 1 July 2021, if the:

- evidence does not confirm the parent was resident in the UK for the relevant period of time; or,
- customer cannot provide it (for example, because they were not resident in the UK)

Residency evidence: assessing gaps in residency

You may see there are gaps in a customer's residence when you check the customer's residence evidence against the results of the RPS check.

Customers are allowed 6 months outside of the UK in a continuous 12-month period.

This means, they can be outside the UK for 6 months but they must return to the UK for 6 months before they can be outside the UK for a further 6 months.

However, some customers may have been outside the UK for longer than this.

This means you must assess any gaps larger than 6 months in a continuous 12-month period, during the [relevant period](#), to see if the customer met an exception.

The exceptions you can apply when this happens, are:

- a single period of absence of more than 6 months but less than 12 months, where this is for an important reason, for example:
 - pregnancy
 - childbirth
 - serious illness
 - study
 - vocational training
 - an overseas posting
 - due to domestic violence or abuse
 - because of COVID-19 (see [COVID-19](#))
- a single period of absence of more than 6 months but less than 12 months, where the absence:
 - was not originally for an important reason
 - must be treated as being for an important reason because it exceeded 6 months because of [COVID-19](#)

During the relevant period, a customer may have been absent from the UK and returned but then they have a second absence from the UK for more than 6 months but less than 12 months.

The exceptions you can apply when this happens, are:

- a second period of absence of more than 6 months but less than 12 months when all of the following apply:
 - the first period of absence was because of [COVID-19](#)
 - it is for an important reason
 - other than caring for someone with a serious illness, the reason for the second absence is not because of [COVID-19](#)
- a second period of absence of more than 6 months but less than 12 months when all of the following apply:
 - other than caring for someone with a serious illness, the first period of absence was not because of [COVID-19](#)
 - it is for an important reason
 - the reason for the second absence is because of [COVID-19](#)

During the relevant period, a customer may have a continuous single period of absence from the UK for more than 12 months.

The exceptions you can apply when this happens, are:

- a continuous period of absence of more than 6 months but less than 12 months in total when all of the following apply:
 - the absence was originally for an important reason, other than caring for someone with a serious illness, and was not because of COVID-19
 - the absence only continued because of COVID-19
- a continuous period of absence under any of the bullet points above which was more than 12 months, where COVID-19 meant the person could not, or was told not to, return earlier

If the customer meets either of these 2 exceptions, any period of absence over the 12 months will not count towards any period of residence in the UK

Other exceptions you can apply when this happens, are:

- any period of absence on compulsory military service
- any period of absence for Crown service (or [as a family member](#) of a person on a posting on Crown service)
- any period spent working in the UK marine area

You must ask for advice from the Quality, Examination and Support team (QuEST), if:

- you need advice of how to deal with the passport application because of the evidence the customer gave you (for example, if this guidance does not tell you what to do)
- the parent who the customer's claim to British nationality relies on was, or is, in prison

QuEST will:

1. Consider the documents, evidence and information the customer gave you, in line with the [Continuous qualifying period](#) section of the EU Settlement Scheme: EU, other EEA and Swiss citizens and their family members guidance.
2. Tell you what you must do (for example, raise a guidance referral).

You must refer to the British citizenship guidance if the parent, who the customer's claim to British nationality relies on, was outside of the UK for 5 years (4 years if they are a Swiss national) or more. This is because they may have lost their settled status.

EUSS: asking for evidence of a family relationship

The evidence we need to confirm a family relationship exists between a non-EEA citizen and an EEA citizen must be:

in line with the [EU Settlement Scheme: evidence of a family relationship](#) guidance

Assessed in line with the [Assessing family relationship](#) section of the EU Settlement Scheme: EU, other EEA and Swiss citizens and their family members guidance.

If you must ask for evidence a family relationship between a non-EEA citizen and an EEA citizen, you must send system letter 598 – EUSS: asking for evidence of residence to the customer.

Family relationship evidence: checking the customer's evidence

When you receive the customer's evidence, you must check that it shows [there is a relationship between the non-EEA citizen and EEA citizen](#) that started on 30 June 2016 or prior and existed until 30 June 2021.

If the evidence confirms the non-EEA citizen's relationship to the EEA citizen existed between 30 June 2016 and 30 June 2021 (inclusive), you must:

1. Accept this as evidence of the family relationship (see [Assessing family relationship](#)).
2. Continue to process the application.

You must refer to Settled status granted after child born: EUSS application received on or after 1 July 2021, if the:

- evidence does not confirm the family relationship between the non-EEA or EEA citizen between 30 June 2016 and 30 June 2021; or,
- customer cannot provide it (for example, because they were not resident in the UK)

EUSS: quality checking RPS checks on applications

If the system selects an application for a quality check, you, the operational team leader (OTL), must do the Residence Proving Service (RPS) check again and deal with it, in line with:

- DAP: quality assurance checks (if the application is on Digital Application Processing (DAP)); or,
- AMS: dealing with applications selected for a quality check (if the application is on the Application Management System (AMS))

Related content

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