



## Application for a Replacement Biometric Residence Permit (BRP)

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after the 6 April 2014.

You also need the separate guidance notes for this form. Please read them before making your application. If you do not already have this item, you can download it from our website at [www.gov.uk/replace-brp](http://www.gov.uk/replace-brp)

Use this form:

- if your BRP has been lost, stolen or damaged;
- if your BRP has expired after receiving indefinite leave to remain;
- if you are a refugee (recognised under the 1951 Convention) and your ISD has been lost, stolen, damaged, expired; or you want to replace your ISD with a BRP;
- if you have been granted humanitarian protection and your ISD has been lost, stolen, damaged, expired; or you want to replace your ISD with a BRP.

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.

Applications on this form cannot be made at our Premium Service Centres.

Applications on this form may only be made by post.

The address to which you must send this application form is:

Home Office  
Form BRP(RC)  
PO Box 502  
Durham  
DH99 1WG

This form is  
to be used for  
applications  
made on or after  
6 April 2014

## Replacement Biometric Residence Permit (BRP RC) Application - Payment Guidance Notes

### The applicable fee

For an application made on this form for a replacement Biometric Residence Permit (BRP RC) there is a fee of £40 for applications made by post.

Applications made on this form can not be made in person at the Premium Service Centres of the Home Office.

### Biometric enrolment fee

As part of your application you are required to enrol your biometric information. You will be charged an additional handling fee for this service (unless you qualify for an exemption), payable to Post Office Ltd. You must pay the fee by cash or debit card when you attend Post Office Ltd to enrol your biometrics. Each dependant included on your application must also pay this fee when they enrol their biometric information. Do not send the biometric enrolment fee with your application fee.

Applicants on some immigration routes are exempt from paying an enrolment fee at the Post Office Ltd. If you are in one of these categories you will be informed of this when we send you a biometric notification letter.

Your application may be rejected as invalid if you do not enrol your biometrics when requested.

### How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft.
- Postal Order.

- Credit card<sup>1</sup> - Mastercard, Visa (including Electron) or American Express (Amex).
- Debit card - Delta, Maestro\* (including Solo).

\* Maestro - We can accept any Maestro card if you are applying in person at a Premium Service Centre but only Maestro cards issued in the UK if you are applying by post.

Please note that your application is invalid if you do not pay the specified fee in full or if you pay by any method other than those specified above. You will be required to make a fresh application, and any delay in doing so may affect your appeal rights if your application is subsequently refused.

### Cheques and postal orders

You must make the cheque or postal order payable to 'Home Office' and cross the cheque or postal order A/C Payee only. Please write the full name and date of birth of the applicant on the back of the cheque and/or each postal order and keep the postal order receipt(s). Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly. Attach your cheque or postal order(s) to the front of the application form.

### Completing the payment details page

To ensure that your payment is processed without any delay, please follow this guidance when completing Section 1 of this form (Payment Details).

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1 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.

**A1** Tick the appropriate box stating the reason for your application. Failure to tick one of the above categories will cause a delay in processing your application.

**A2-A3** If the address for correspondence is different from your home address in the UK, please give that address at **A2**. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at **A2** and their name at **A3**. These details will also be used to acknowledge receipt of the application.

**A4** Applicant's full name, as given in his or her passport or travel document.

**A5** Applicant's date of birth

### Method of payment

**A6** Tick one of the boxes to show which method of payment you are using

**A7 - A9** If paying by cheque or bankers draft enter the bank account number, sort code and cheque number

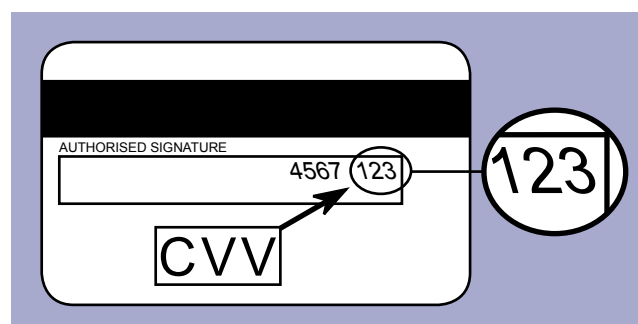
### Paying by credit / debit card

**A10** The name as displayed on the credit/debit card

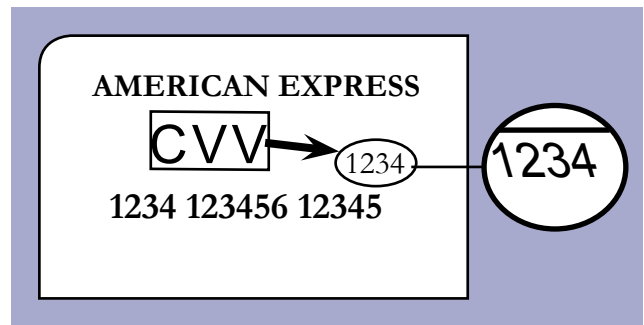
**A11** Card number - this is the long number across the centre of the card

**A12-A14** Enter the details where available on the card

**A15** The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex the security code consists of 4-digits and is found on the front of the card.



If you do not provide the CVV number, we cannot take your payment and your application will be rejected as invalid.



**A16** For card payments circle the amount you are required to pay

**A17-A18** Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

### Consideration process

- If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.
- The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the Home Office or its payment processing agent, regardless of the outcome of the application.
- We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear, credit/debit cards and postal orders will clear immediately.
- When you have your biometric information taken you will be charged an additional handling fee payable to Post Office Ltd. Payment to Post Office Ltd can be made by cash or debit card.





**B9. Country of birth:**


**B10. Your Home Office reference number(s) (if known):**

Reference number 1: 

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Reference number 2: 

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Reference number 3: 

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**B11. Your UK National Insurance number (if known):**

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**B12. If you have had a previous UK National Insurance number (please state):**

--	--	--	--	--	--	--	--	--	--	--	--

**B13. Biometric Residence Permit Number (if known):**

--	--	--	--	--	--	--	--	--	--	--

**B14. Home address in the UK:**


Postcode: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**B15. Date you started living at this address:**

--	--	--	--	--	--	--	--	--	--	--	--

If you have lived at the address above for less than five years please provide your previous address details and the dates you lived there.

**Previous address 1:**


Postcode: 

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From 

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 To 

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**B16. Telephone numbers:**

**Preferred contact (tick)**

Home: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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Work: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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Mobile: 

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**B17. Email address:**


**B18. Correspondence address (if different from above):**


**Postcode:**


**B19. Have you ever lived in Northern Ireland in the last 5 years?**

Yes  Go to B20 No  Go to Section 3

**B20. Previous home address(es) in Northern Ireland and the date(s) you lived there:**

Previous address 1


**Postcode:**


From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Previous address 2


**Postcode:**


From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
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**Section 3 - Reason for Application****C. Reason for Application**

We can accept a BRP(RC) application without a passport or travel document in the following circumstances:

- the BRP(RC) application is made for a straight like-for-like replacement of a lost / stolen BRP or ISD (there are no change of personal details etc),

and;

- The initial BRP or ISD was issued less than two years ago
- In all other circumstances your current passport or travel document and Biometric Residence Permit (BRP) must be provided, unless it is not available for one of the reasons specified on the application form

**C1. Please tick one or more of the boxes below to tell us why you are applying for a replacement Biometric Residence Permit.**

- |   |                          |                 |
|---|--------------------------|-----------------|
| Biometric Residence Permit or Immigration Status Document has been lost or stolen | <input type="checkbox"/> | <b>go to C2</b> |
| Biometric Residence Permit or Immigration Status Document damaged                 | <input type="checkbox"/> | <b>go to C4</b> |
| Biometric Permit expired after receiving Indefinite Leave to Remain               | <input type="checkbox"/> | <b>go to C5</b> |
| Replace Immigration Status Document with Biometric Residence Permit               | <input type="checkbox"/> | <b>go to C6</b> |

**C2. Biometric Residence Permit or Immigration Status Document Has Been Lost or Stolen**

When was your Biometric Residence Permit or Immigration Status Document lost or stolen?

Have you reported the loss or theft of your BRP/ISD to us? See Note 1

Yes  No

Note 1. The holder of a BRP/ISD must notify the Secretary of State as soon as reasonably practicable if they know or suspect that the document has been lost or stolen.

Before reporting the lost or stolen BRP/ISD to the Home Office, you must report the loss or theft to the police and obtain a police reference number and/or report. You must then report the loss or theft of your BRP to the Home Office by e-mailing: [BRPLost@homeoffice.gsi.gov.uk](mailto:BRPLost@homeoffice.gsi.gov.uk) so it can be cancelled.

You must provide your full name, date of birth, nationality and BRP/ISD reference number along with precise details of the loss or theft including; the police station it was reported at, when and where the crime or loss occurred, any crime reference numbers provided by the police and a copy of the report if one was provided

Once your biometric residence permit has been cancelled, you will not be able to use it again.



**C3. Have you reported the loss or theft to the police? See Note 1. If so, please provide the details requested below**

Yes

No

Date loss or theft reported to the police

D	D	M	M	Y	Y	Y	Y
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Details of police station reported to

In the space below, please explain how your Biometric Residence Permit or Immigration Status Document was lost or stolen, including the place and country in which this happened. Continue on a separate sheet if you need more space and enclose it with your application.

**C4. Biometric Residence Permit or Immigration Status Document damaged**

In the space below, please explain how your Biometric Residence Permit or Immigration Status Document came to be damaged. See Note 2. Continue on a separate sheet if you need more space and enclose it with your application

Note 2 If your Biometric Residence Permit has been damaged as a result of someone tampering with it, you must report this to the police and provide us with a police reference number and report (if one was issued).

**C5. If You Have Indefinite Leave To Remain when was it granted?**

D	D	M	M	Y	Y	Y	Y
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**C6. Replace Immigration Status Document with Biometric Residence Permit**

If you currently hold a valid, undamaged, Immigration Status Document but wish to replace it with a Biometric Residence Permit you are required to enrol your biometric information. You are also required to return your previously issued Immigration Status Document (unless it has been reported lost or stolen) and provide photographs as specified in section 2.

**Section 4 - Biometric Residence Permit****D. Biometric Residence Permit**

It is mandatory to complete this section as required. **Please note** that this application will be invalid if you do not.

**D1. Have you used any name(s) other than the one given at A4 in section 1 of this application form in previous UK immigration applications made in the UK or abroad?**

Yes  go to D2 No  go to D3

**D2. Please give the details specified below. The name in each case should be that in which the application was made. If you need more space, continue on a separate sheet and enclose it with this application form.**

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

**D3. Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad?**

Yes  go to D4 No  go to D5

**D4. Please give the details specified below in each case. If you need more space, continue on a separate sheet and enclose it with this application form.**

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

**D5. Which age group do you belong to (at the date of submitting your application)?**

Under 6 years  go to question D6 (see note 3)  
 6-15 years  go to question D6 (see note 3)  
 16 and over  go to section 5

**Note 3** 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 their parent or guardian, or another person who for the time being takes responsibility for them, and who is named below in D6 to D11.

The responsible adult accompanying any child under the age of 16 must provide an acceptable form of identification, such as a passport or driving licence. If that person is not the parent or guardian, 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 5 - Personal History**

**E. Personal History (criminal convictions, war crimes, etc.)**

It is mandatory to complete section E. If it is not complete the application will be invalid and will be returned to you. This section asks you about any criminal convictions you have, any civil judgements or civil penalties made against you and details of any involvement you may have had in war crimes, genocide, crimes against humanity or terrorism. 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.

**E1. Have you been convicted of any criminal offence in the UK or any other country?**

Yes  - go to question E2                      No  - go to question E3

**E2. Please give details below for each criminal conviction, starting with the most recent one. If you have received more than two convictions, please photocopy this page and enclose it with this form.**

**Criminal conviction 1**

Country where convicted:


Nature of the offence:

Sentence given:

Date sentenced:

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

**Criminal conviction 2**

Country where convicted:


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

**E3. Do you have any civil judgments against you or any civil penalty under the UK Immigration Acts?**

Yes  go to E4

No  go to E5

**E4. Give details for each civil judgment or any civil penalty under the UK Immigration Acts, starting with the most recent one. If 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:

D

D

M

M

Y

Y

Y

Y

**Country where judgment made:**

Details of judgment or civil penalty 2:

Date of judgment or civil penalty:

D

D

M

M

Y

Y

Y

Y

**Country where judgment made:**

**Questions E5 to E9 below must be answered, even if question E1 has been answered "No".**

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

**E5. Have you ever been charged or indicted in any country with a criminal offence for which you have not yet been tried in court?**

Yes  No

**E6. In times of either peace or war have you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?**

Yes  No

**E7. Have you ever been involved in, supported or encouraged terrorist activities in any country?**

Yes  No

**E8. Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?**

Yes  No

**E9. 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

**E10. If question E5, E6, E7, E8, E9 above has been answered “yes” please give further details in the space provided below. If more space is needed continue on a separate sheet and enclose it with this form.**

## Section 6 - Documents

### F. Documents

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. They must be original.

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

- Two recent identical passport-size photographs of yourself with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.
- Your current passport or other document. If you last entered the UK on a previous passport or other document, please also provide this document if you have it.  
Unless we can accept your BRP(RC) application without a passport as per the details in section 3 - Reason(s) for Application.
- Your police registration certificate if you have been asked to register with the police.
- Your Biometric Residence Permit or Immigration Status Document unless it has been reported lost or stolen.

**If your Biometric Residence Permit or Immigration Status Document has been lost or stolen, you must provide the following documents:**

- A police report for the theft or loss if one was issued. If there is no police report, you will need to provide the police reference number for the reported theft or loss.
- Any Home Office letter(s) notifying you that you have permission to stay in the UK for a limited period.

**Proof of your identity by supplying any number of the documents identified below which confirm your name and address. Please indicate the items you are sending by ticking the boxes below:**

- UK driving licence
- council tax letters
- letter(s) confirming tenancy or mortgage payments
- electricity, gas or water bills
- letter(s) from employer(s) confirming employment
- letter(s) confirming registration with a doctor

**If you were granted Indefinite Leave to Remain more than 2 years ago please provide evidence of continuous residency in the United Kingdom, such as:**

council tax letters

letter(s) from a GP confirming dates of attendance

letter(s) from a school/college confirming dates of attendance

electricity, gas or water bills

letter(s) from employer(s) confirming employment.







## Section 8 - Applicant Declarations

### H. Declarations

It is mandatory for you to sign below to show you have read and understood the following declaration. If it is not complete the application will be invalid and returned to you. It must be signed by you personally and not by a representative or other person acting on your behalf. If you are under 18, your parent or legal guardian should sign on your behalf.

The information given in my application is complete and is true to the best of my knowledge and belief.

The photographs I have submitted with my application are a true likeness of me.

The documents I have submitted in support of my application are complete and correct to the best of my knowledge and belief.

I agree to co-operate with Home Office officials, or any other person charged by the Secretary of State for the Home Office with conducting pre-issue and post-issue checks in relation to this application.

If there is a material change in my circumstances or any new information relevant to this application becomes available before it is decided, I will inform the Home Office.

I am aware that the rules and requirements for applications may change in the future and that I should not assume the current rules and requirements will continue to apply.

I agree to the Home Office using the data provided in this application in accordance with its Information Charter.

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 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.

**Name:**


**Signature:**

**Date:**

D	D	M	M	Y	Y	Y	Y
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## Section 10 - Summary Sheet

### K. Summary

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			
Passports (If required, see notes on page 8)			
Travel documents			
Current Biometric Residence Permit (unless lost or stolen)			
Police registration certificate			
Police report and crime reference number			
Documents proving identity			
Evidence of continuous residency in the UK if you have Indefinite Leave to Remain			

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.

**Please indicate the last category in which you applied for leave to remain in the UK. Select Travel Documents if you last applied for a Convention Travel Document, a Stateless Person's Document or a Certificate of Travel.**

Temporary Migration (Limited Leave to Remain)

Travel Documents

Settlement (Indefinite Leave to Remain)

UNHCR Resettlement

Asylum

**Please note: Failure to tick one of the above categories and one of the categories on the payment details page in section 1, will cause a delay in processing your application.**

Is BRP(RC) the right form for you and is it valid for use? See date and notes on front page.

Have you completed the payment details page and made the correct payment?

Have you completed all the sections of this forms?

Have you ticked a box (or boxes) in section 3 to tell us why you are applying?

Have you provided your current passport or travel document and any other relevant documents specified in section 6 and are they original?

Have you provided the photographs specified in section 2 and are they in the approved format?

If you are unable to send us any of the documents specified in section 6 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?

Have you provided your current Biometric Residence Permit or Immigration Status Document as requested in section 6 (unless you have notified us that it has been lost or stolen)?

Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 8?

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

**Home Office  
Form BRP(RC)  
PO Box 502  
Durham  
DH99 1WG**

# Replacement Biometric Residence Permit (BRP RC) - Application Form Help Text

## Introduction

This document provides information to help you to complete the Biometric Residence Permit (BRP RC) application form.

For further information on Biometric Residence Permit (BRP) policy please see the biometric registration section of the UK Borders Act 2007, and the Biometric Residence Permit (BRP RC) policy guidance notes.

These documents are available on the Home Office website at: [www.gov.uk/replace-brp](http://www.gov.uk/replace-brp)

All the above documents are available in Welsh, Braille, large print, audio and other alternative formats on request.

## Who should apply using this form?

This application form should only be completed if you are already in the United Kingdom. You should use the application form if you are:

- applying for a replacement Biometric Residence permit (BRP(RC)) because the Biometric Residence Permit or Immigration Status Document has been lost, stolen, damaged, or expired after receiving indefinite leave to remain.

This application form should not be used by your dependants. They should complete a separate application form.

## Submitting a valid application

You will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application form must be completed and submitted.
- the correct application fee must be paid.
- your current passport, Biometric Residence Permit (BRP) or Immigration Status Document if applicable or travel document must be provided, unless it is not available for one of the reasons specified on the application form.

- the mandatory sections in the application form must be completed.
- Two identical passport-size photographs of you with your full name written on the back of each one must be supplied.

The photographs provided must be in the format specified in the separate photograph guidance, which can be found on our website at: [www.gov.uk/photos-for-passports](http://www.gov.uk/photos-for-passports). Please ensure that they are placed in a small sealed envelope attached to Section 2 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

## Supporting evidence

It is your responsibility to provide the evidence to support any statements made in your application. You must satisfy us that the requirements for the category under which you have applied have been met. We must be satisfied, by considering the evidence provided that you meet the necessary criteria.

You must ensure that all of the necessary supporting documentation is provided at the time the application is submitted. Only those documents specified in the application form, the Immigration Rules and set out in detail in the Biometric Residence Permit (BRP RC) Policy Guidance will be considered acceptable for the purposes of establishing that you qualify for the points claimed in any scoring area.

You must be selective in submitting evidence, as sending large amounts of irrelevant or poor quality documentation may delay the consideration of the application. It is only necessary to submit evidence that is directly appropriate to the application as requested, as unrelated evidence cannot be considered for points scoring.

To assist us in considering the documentation provided, you should highlight any relevant sections on the documentation provided.

Any documentary evidence that you provide should be original (unless otherwise stated).



Where a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

Please note that you should complete all sections of the form as well as the relevant part of Section 3 depending on the reason for applying for a replacement Biometric Residence Permit.

### Question-specific help text

Further advice on specific questions in the application form is detailed below.

**B1 - B4** You should provide full details of your name and title. If you have previously been known by any other name(s) you should provide full details of each name, the date of each change and submit the relevant supporting legal documentation.

Evidence of name change(s) should show your full name before and after the change and may include:

- deed poll documents; marriage certificates; or divorce certificate; and,
- both the old passport and the new passport.

Should you submit documentation in support of your application that refers to you under a name(s) not given in this section, we will not consider that documentation.

**B6** You should indicate your gender. If you have been the subject of Gender Reassignment and the application contains documents relating to previous identities, you should provide evidence of your change of gender and you should tick to reflect your current recognised gender.

**B10** All Home Office applications are given an individual reference number. This allows us to track and link past applications. You should provide your full Home Office Reference number. This number can be found on any previous Home Office correspondence relating to you. You may have numerous Home Office reference numbers and should provide all such numbers.

**B11** National Insurance Numbers are usually in the format of 2 letters followed by 6 numbers followed by 1 letter e.g. XX 123456 X or 2 numbers followed by 1 letter followed by 5 numbers e.g. 12 X 34567. Where you do not have a National Insurance number in this format this question should be left blank.

**C1** Please check below to see if you are able to use this form.

Refugees or beneficiaries of HP who wish to apply for a BRP can only do so on form BRP(RC) if none of their details have changed. If there is an element of the identity that has changed then they must apply on form TOC or NTL.

#### •Refugees (recognised under the 1951 Convention) and those granted Humanitarian Protection

- Refugees / HP - use the BRP (RC) form.
- Refugees / HP whose BRP expires - use the BRP (RC) form.

#### •Stateless Person (recognised under the 1954 Convention)

- For replacement documents (except BRP) use the TOC / NTL form.
- For replacement BRPs - use the BRP (RC) form.

#### •Asylum / ECHR claimants granted Discretionary Leave

- For replacement documents (except BRP) use the TOC / NTL form.
- For replacement BRPs - use the BRP (RC) form.

#### •Everyone else

- For replacement documents (except BRP) use the TOC / NTL form.
- For replacement BRPs - use the BRP (RC) form.

**E1 - E10** 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

but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.

A criminal conviction is the verdict given when a court of law finds a person guilty of a criminal act and they receive a sentence.

A sentence is a penalty applied to a person found guilty of a criminal act.

A criminal act is the intentional commission of an act usually deemed socially harmful or dangerous and specifically defined, prohibited, and punishable under criminal law.

A civil judgment is the final decision of a civil court at the end of a trial. The judgment is based upon the application of civil law to the pleadings and facts of the case. A civil judgment may be appealed by either party.

A civil penalty or civil fine is a financial penalty imposed by a government agency as restitution for wrongdoing. The wrongdoing is typically defined by regulations. The civil fine is not considered to be a criminal punishment, because it is primarily sought in order to compensate the state for harm done to it.

For the purpose of answering questions **E5** to **E9**, 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.legislation.gov.uk/ukpga/2001/17/contents](http://www.legislation.gov.uk/ukpga/2001/17/contents) or purchased from The Stationery Office (telephone 0870 600 5522). It is the applicant's responsibility to satisfy him/herself that he/she is familiar with the definitions and can answer the questions accurately.

### **E6 - 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.

### **E7 - 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.

### **E8 - Organisations concerned with terrorism**

An organisation is concerned with 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.

**J10** The Office of the Immigration Services Commissioner (OISC) regulates United Kingdom based immigration advisers. As a requirement of Section 84 of the Immigration and Asylum Act 1999, United Kingdom representatives, who offer advice and services in relation to an application, will need to be regulated by the OISC unless they are authorised to practice by a designated legal professional body or fall within a category of persons specified in an order made by The Secretary of State under subsection 84(4) (d) of the Immigration and Asylum Act 1999.

The representative should indicate whether he/she is regulated by the OISC, or the basis on which he/she is otherwise authorised to act in this capacity on the migrant's behalf.

An advisor could be committing a criminal offence if he/she acts on the applicant's behalf without being OISC regulated, or otherwise authorised in accordance with Section 84 of the Immigration and Asylum Act 1999.

**J11-J12** If the representative is regulated by a designated legal professional body, listed below, or if he/she works under the supervision of such a person, they will not be required to be regulated by the OISC.

Designated bodies are:

- The Law Society;
- The Law Society of Scotland;
- The Law Society of Northern Ireland;
- The Institute of Legal Executives;
- The General Council of the Bar;
- The Faculty of Advocates;
- The General Council of the Bar of Northern Ireland.

The representative should indicate of which organisation he/she is a member. The representative should indicate whether he/she is personally a member of this organisation or whether he/she is working under the authorisation of another registered member.

Where the representative is not a direct registration holder and is working under the supervision of another registered person, the representative should name the registered supervisor under whom he/she is working.

If a representative makes an application on behalf of an applicant, and that representative is not permitted to provide advice and immigration services (by section 84 of the Immigration and Asylum Act 1999), the Home Office will inform both the representative and applicant of the requirements of the Act, and send further letters (if applicable) to the applicant stated on the application.

You should complete the summary sheet before submitting your application. You should also ensure that you list all the supporting documentation you have submitted with your application.