

# EUSS (FM): Apply to the EU Settlement Scheme as a family member of an EEA or Swiss citizen

**This form is only to be submitted by, or on behalf of, the individual it was issued to. If it is submitted by anyone other than, or on behalf of, the individual it was issued to the application will be rejected as invalid.**

**Why you have been issued this form**

You have been issued with this form because you are applying as the family member of a relevant European Economic Area (EEA) or Swiss citizen and either:

* A Grant Funded Organisation have assessed that you were having significant difficulty applying through the online application form, and you were considered to be unsuitable to receive support to apply online from the Home Office’s assisted digital provider; or
* you do not hold a valid passport or biometric residence document and wish to rely on alternative evidence of your identity and nationality (or of your entitlement to apply from outside the UK). This includes where your passport or, if you are an EU, EEA or Swiss citizen, national identity card has expired and you have been unable to obtain a replacement because your embassy or other issuing authority is, or was, closed or otherwise experiencing delays in issuing replacement documents due to COVID-19 restrictions. A caseworker will consider whether to accept your expired passport or national identity card as alternative evidence of identity and nationality (or of your entitlement to apply from outside the UK) where you have been unable to provide the required valid document due to circumstances beyond your control or due to compelling practical or compassionate reasons.

If you are able to, it is strongly suggested you use the online application process available on GOV.UK as this is the quickest and most efficient way to make your application. You can apply online using an expired passport or national identity card if you have one.

**Who is this form for**

You can apply for settled or pre-settled status under the scheme, using this form, if you are a non-EEA or non-Swiss family member of a EEA or Swiss citizen.

**How to apply**

You, or someone acting on your behalf, can complete this form to apply to the EU Settlement Scheme. If it is submitted by, or on behalf of, anybody else, the application will not be considered by a caseworker and will be rejected as invalid.

You can have assistance in completing the form for example from an immigration adviser, assisted digital provider, family member, friend, social worker, local authority, employer, charity, or community group.

Complete all sections of the form that apply to you. If a section does not apply to you then leave it blank.

Complete in BLOCK CAPITALS and mark any check boxes with a tick or cross (✓ or ✗).

Continue on a separate sheet, or sheets if necessary for any section where additional detail is required. Make sure any additional sheets are submitted with this form when you are submitting your application.

Send your completed form and any evidence on which you are relying to:

**EUSS paper forms**

**EU Settlement Scheme PO Box 2076**

**Liverpool**

**L69 3PG**

You must also:

* write your full name on the outside of the envelope
* include a covering note stating your full name, address and date of birth and listing any documents enclosed with the application form.

It is best to send your application form and supporting documents by recorded delivery.

**If you are applying from outside the UK**

When sending your supporting documents to the above address, you should check that you are in a country that permits the sending of identity documents across international boundaries as this may prevent your document from reaching us or being returned directly to you. If you require further assistance, please contact the Settlement Resolution Centre.

**Who does not need to apply**

You do not need to apply if you have valid indefinite leave to enter or remain in the UK, but you can if you want to.

If you hold British citizenship you can not apply.

**What you can apply for**

If you have a document confirming permanent residence or evidence of your existing indefinite leave to enter (ILE) or remain (ILR) in the UK, and this status remains valid and there has been no supervening event, this should be sufficient to establish your eligibility for settled status.

A supervening event includes:

* being out of the UK for a continuous period of more than 5 years since getting permanent residence status
* being out of the UK for a continuous period of more than 2 years since getting ILR/ILE
* losing your permanent residence/ILR/ILE status for any other reason, for example, you were deported

If you have completed a continuous qualifying period in the UK and Islands (Guernsey, Jersey or the Isle of Man) of 5 years or more as the family member of a relevant EEA or Swiss citizen, or as a person who has retained a right of residence, you will usually be eligible for settled status. Completing a continuous qualifying period in the UK and Islands generally means that you and your EEA or Swiss citizen family member, where appropriate, have not been absent from the UK and Islands for more than 6 months in total (in a single period of absence or more than one) in any given 12 month period throughout the period of residence you are relying upon, apart from one period of absence of up to 12 months for an important reason, or an absence of any length for compulsory military service, or being on Crown service (including service with HM Forces), or accompanying a partner or parent on Crown service (including service with HM Forces).

If you are granted settled status this means, there is no time limit on how long you can stay in the UK.

You may be eligible for settled status with a continuous qualifying period of less than 5 years in certain situations where your EEA or Swiss citizen family member has ‘ceased activity’ (and has been or is being granted settled status under the scheme, or would be if they applied) and you were their family member at the time the EEA or Swiss citizen ceased activity and no supervening event has occurred since that EEA or Swiss citizen ceased activity. This is where your EEA or Swiss citizen family member:

* has completed a continuous qualifying period in the UK and Islands of more than 3 years, and either:
  + they were a worker or self-employed person in the UK for at least 12 months immediately before terminating that activity on reaching state pension age; or
  + they were a worker in the UK for at least 12 months immediately before terminating that activity to take early retirement.
* they stopped being a worker or self-employed person in the UK owing to permanent incapacity to work, and either:
* they completed a continuous qualifying period in the UK and Islands for more than the 2 years immediately beforehand; or
* their incapacity to work resulted from an accident at work or an occupational disease that entitles them to a pension payable in full or in part by an institution in the UK.
* they completed a continuous qualifying period in the UK of at least 3 years as a worker or self-employed person immediately before becoming a worker or self-employed person in another EEA country or Switzerland, while retaining a place of residence in the UK to which they return, as a rule, at least once a week.

You can also apply for settled status with a continuous qualifying period of less than 5 years where no supervening event has occurred and you are the family member of a relevant EEA or Swiss citizen who has died and who was resident in the UK as a worker or self-employed person at the time of their death, and either:

* they completed a continuous qualifying periodin the UK and Islands of at least 2 years before dying, and you were resident in the UK with them immediately before their death; or
* their death resulted from an accident at work or an occupational disease, and you were resident in the UK with them immediately before their death.

Children under 21

If you are a child under the age of 21 you can choose to apply based on:

* your EEA or Swiss citizen parent (or their spouse or civil partner) or guardian having been granted settled status under the scheme (or, if they are an Irish citizen, based on the fact that they would be granted settled status if they applied); or
* on your own continuous qualifying period in the UK and Islands as the family member of an EEA or Swiss citizen

**Applying as a child under 21, based on your parent or guardian’s settled status under the scheme**

If you apply as a child under 21 based on the settled status under the scheme of your parent (or of their spouse or civil partner) or guardian you will be eligible for the same status as them. You will need to apply after, or at the same time as, your family member (unless they are an Irish citizen).

Your family member must be a relevant EEA or Swiss citizen or their spouse or civil partner. You will need:

* evidence of your relationship to your family member
* if available, your family member’s EU Settlement Scheme application number

If your family member is from a country outside the EEA or Switzerland, you will also need to provide evidence of their relationship to their EEA or Swiss citizen spouse or civil partner.

**Applying as a child under 21, based on your own continuous qualifying period in the UK and Islands as the family member of an EEA or Swiss citizen**

As a child under 21, you can also apply based on your own continuous qualifying period in the UK and Islands as the family member of an EEA or Swiss citizen. You may want to do this if you are eligible for settled status, but your parent or guardian is not, or is not applying to the scheme.

You will need to provide evidence of your continuous qualifying period in the UK and Islands.

You will also need to provide evidence of your relationship to a relevant EEA or Swiss citizen family member, or their spouse or civil partner, evidence of their identity and nationality, and evidence of their residence in the UK.

All applicants who have not completed a continuous qualifying period in the UK and Islands of 5 years when they apply, and to whom the above conditions do not apply, will usually be eligible for pre-settled status. They can then apply to change this to settled status once they have completed a 5 year continuous qualifying period.

**What you will need**

You will need:

* if you are **applying from within the UK**, proof of your identity and nationality:
  + your valid passport; or
  + your valid biometric residence document; or
  + your expired passport may be considered as alternative evidence where your embassy or issuing authority are closed, or otherwise unable to renew your passport or national ID card before the deadline, due to COVID-19 restrictions; or
  + alternative evidence of your identity and nationality where you are unable to obtain or produce the required document due to circumstances beyond your control or due to compelling practical or compassionate reasons (you will also need to provide evidence of these circumstances or reasons)
* if you **are applying from outside the UK,** proof of your entitlement to apply from outside the UK:
  + your valid biometric residence card (issued by the UK under the EEA Regulations on the basis of an application made on or after 6 April 2015)
  + your expired passport or, if you are an EU, EEA or Swiss citizen, national identity card may be considered as alternative evidence where your embassy or issuing authority are closed, or otherwise unable to renew your passport or national ID card before the deadline, due to COVID-19 restrictions; or
  + alternative evidence, including a valid passport or national identity card which does not contain an interoperable biometric chip, of this where you are unable to obtain or produce the required document due to circumstances beyond your control or due to compelling practical or compassionate reasons (you will also need to provide evidence of these circumstances or reasons).
* evidence of your continuous qualifying period in the UK or the Islands for the period you are relying on, unless you are applying with a documented right of permanent residence or indefinite leave to enter or remain in the UK, as the child under 21 of an EEA or Swiss citizen, or their spouse or civil partner, who has been or is being granted settled status under the scheme (or, if they are an Irish citizen, would be if they applied)
* proof of your family relationship to your relevant EEA or Swiss citizen family member
* proof of the identity and nationality of your relevant EEA or Swiss citizen family member and evidence of their continuous qualifying period in the UK for the period on which you rely as having completed a continuous qualifying period in the UK as their family member; or alternatively, their EU Settlement Scheme application number, if they have applied themselves. An expired passport or national identity card may be considered by a caseworker as alternative evidence of identity and nationality where your relevant EEA or Swiss citizen family member has been unable to renew their passport or national identity card as their embassy or other issuing authority is, or was, closed, or has otherwise unable to renew the document in time for you to make an application by the deadline, due to COVID-19 restrictions.
* an email address or postal address
* a passport photograph of yourself

If possible you should also provide:

* your permanent residence document number (if you have one)
* evidence of your existing indefinite leave to enter or remain in the UK (if you already have this status)
* a telephone contact number
* your National Insurance number (if you have one)

**You may get a quicker decision if your EEA or Swiss citizen family member applies before you do.**

**How we use your personal information**

The Home Office will use the personal information you provide to decide whether to grant your application.

In addition to an identity check, the main ways in which your personal information will be processed are:

* Criminality and security checks
* If you provide your National Insurance number, real time checks with the Department for Work and Pensions and HM Revenue and Customs to consider evidence of your residence in the UK (for example tax or benefit records); and
* On a case by case basis, sharing information with other organisations to verify evidence you have provided within your application to protect against fraud and the use of counterfeit documents (for example verifying with a university that the university certificate you have provided is genuine).

The Home Office may also, on a case by case basis, process your information in other ways in order to fulfil its legal and official functions. This could include, for example:

* If, in future, you apply for UK citizenship;
* If we find evidence a significant crime has been committed
* If we discover an immigration offence (like a sham marriage) is being committed; or
* To allow the Home Office to carry out its safeguarding duties.

This is set out in more detail in the Borders, Immigration and Citizenship System (BICS) privacy information notice (which is enclosed with this form). The BICS privacy information notice also sets out how you can request a copy of your personal information and how you can complain. You should be aware that the information set out in this note is intended to supplement the BICS privacy information notice, not to replace it.

**Apply to stay in the UK after the UK leaves the EU**

Please complete every relevant section in order for us to fully consider your application without needing to ask you for additional information.

Identity

Section 1 – Your personal details

Section 2 – Your identity document

Eligibility

Section 3 – Application type

Section 4 – Evidence to provide

Suitability

Section 5 – Criminality

Next steps

Section 6 – Contact details

Declaration

Security questions

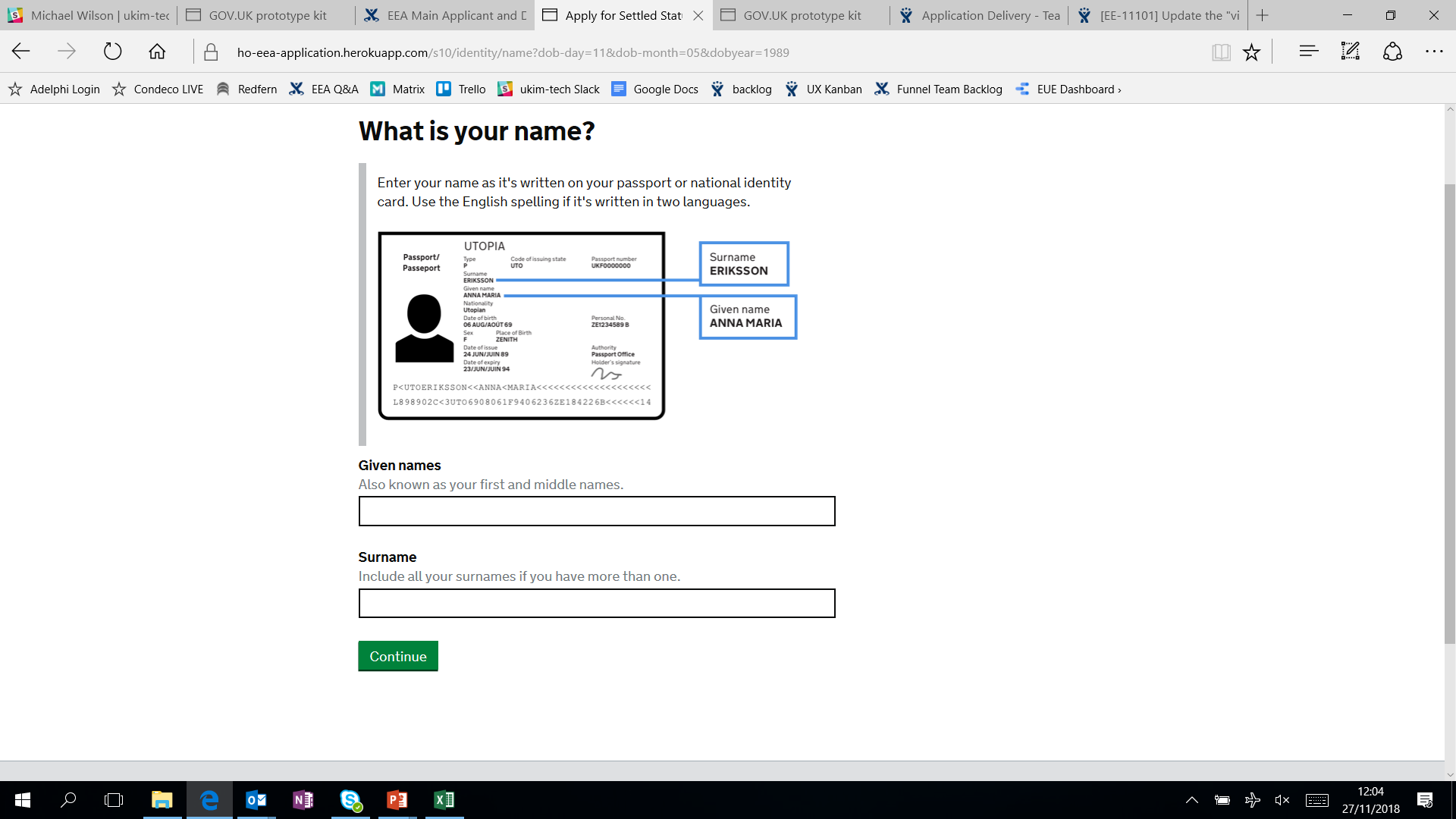
What happens next

# Section 1 – Your personal details

Please complete this section as fully as possible.

**Your name and date of birth**

*Enter your name as it is written on your passport or biometric residence document. Use the English spelling if it is written in two languages.*



**COUNTRY**

Machine Readable Zone (MRZ)

* 1. **Given names**

*Also known as your first and middle names*

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* 1. **Surname**

*Also known as your family name. Include all your surnames if you have more than one*

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* 1. **List any other names you are known by or have been known by**

*For example:*

* *legal name changes through marriage or deed poll*
* *different spellings on your P60s or payslips*
* *different spellings in the Machine-Readable Zone (MRZ) of your identity document*

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| Name and reason for change | Dates during which you have used this name |
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* 1. **Date of birth**

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*For example: 31 03 1980*

* 1. **What is your sex?**

*As written on your passport or biometric residence document*

Male Female

* 1. **What is your country of nationality?**

*You can add another nationality below, if you have more than one*

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* 1. **Do you have more than one nationality?**

*This is sometimes called ‘dual nationality’*

Yes, continue to section **1.8** No, skip to section **1.9**

* 1. **What is your other country**/**countries of nationality?**
  2. **Have you had any other nationality that you have given up (renounced) or lost?**

*This is a country where you used to have citizenship but do not any more*

Yes, continue to section **1.10** No, skip to section **1.11**

* 1. **What was/were the country/countries of nationality you gave up (renounced) or lost?**

*List all former nationalities*

* 1. **Have you held your current nationality since birth?**

No, continue to section **1.12**

Yes, skip to section 1.13

* 1. **Give details about your nationality**

*For example, the date you acquired this nationality and how you qualified for it*

* 1. **What is your country of birth?**

*The country where you were born*

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* 1. **What is your place of birth?**

*The village, town or city of birth*

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* 1. **Are you applying from within the UK?**

Yes No

1.16 **What is your address?**

*We will return any documents you send to us to the address you* *provide (if you are applying from outside the UK please see the notes on page 32 in relation to identity documents).*

*If you are applying from outside the UK you can enter an address outside the UK or a permanent address within the UK, if you have one.*

*If you do not have a permanent address, you can use the address of the temporary accommodation (such as a hostel) you are staying in. Or you can use the address of an employer or friend, family member or community group you are in contact with.*

*House or flat number, building name and street*

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*Town or city*

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*County e.g. Hertfordshire*

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*Country*

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*Postcode*

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* 1. **Your email address**

*Enter your email address, if you have one*

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* 1. **Your home/daytime telephone number, if you have one**

*Include the country code*

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* 1. **Your mobile telephone number, if you have one**

*Include the country code*

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* 1. **Do you have a UK National Insurance number?**

*You will usually have a National Insurance number if you are over 16 and have been employed, self-employed or received state benefits.*

Yes, continue to section 1.21

No, skip to section 2

* 1. **What is your National Insurance number?**

*Your number will be on your P60 or letters about tax, pensions and benefits*

*For example, JJ123456C*

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* 1. **Do you want us to use your National Insurance number to help process your application?**

*We may use your National Insurance number to try and match you to UK government tax and certain benefit records. This will help us confirm when you have been resident in the UK.*

*If we find a match, your application may be processed faster, and we may not have to contact you for further evidence.*

Yes

No

# Section 2 – Your identity document

2.1 **What identity document are you applying with?**

*Enter the document details and post your document along with your completed application form (if you are applying from outside the UK please see the notes on page 32 in relation to posting identity documents)*

*Please note, if you are applying from outside the UK, you* ***must*** *apply using a biometric residence card to confirm your entitlement to apply from outside the UK. Where you are unable to produce this due to circumstances beyond your control or practica*l *or compassionate reasons, alternative evidence of identification must be provided.*

Passport, continue to sections **2.2** **and 2.3** then skip to **section 3** Biometric residence document, continue to sections **2.2 and 2.3** then skip to **section 3**

Alternative evidence of identification, skip to section **2.4**

* 1. **Document number**

*As stated in your passport or biometric residence document – this may include letters*

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* 1. **Date of expiry**

*As stated in your passport or biometric residence document*

*For example: 31 03 1980*

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If your passport or travel document has expired, and you could not renew your passport or travel document in order for you to make an application by the deadline as a result of your embassy or issuing authority being closed, or otherwise being unable to issue a replacement due to the Coronavirus pandemic you can use your expired document to apply and a caseworker will consider whether to exercise discretion and allow you to rely on your expired document as alternative evidence of identity and nationality (or of entitlement to apply from outside the UK).

You can also apply using your expired passport or travel document if your document has expired but the issuing authority have automatically extended its validity as a result of the Coronavirus pandemic.

If either of the above apply to you please provide further information in the box below:

* 1. **Why are you not applying with a valid passport or biometric residence document?**
  2. **What alternative evidence of your identity and nationality, or of your entitlement to apply from outside the UK, are you providing? (if this is an expired document, please provide the information here)**

# Section 3 – Application type

3.1 **Mark the box of the status for which you believe you are eligible***.*

Pre-settled status Settled status

3.2 **Which of these describes you?**

I have completed a continuous qualifying period of 5 years as a family member of a relevant EEA or Swiss citizen

I have completed a continuous qualifying period, as a family member of a relevant EEA or Swiss citizen, of less than 5 years and am eligible for pre-settled status

I have completed a continuous qualifying period of less than 5 years but am eligible for settled status

*For example:*

* *if you are child under the age of 21 and your relevant EEA or Swiss citizen parent (or their spouse or civil partner) has been or is being granted settled status*
* *you are the family member of a relevant EEA or Swiss citizen who has ceased activity in one of the permitted ways and they have been or are being granted settled status, or would be if they were to apply*
* *you are the family member of a relevant EEA or Swiss citizen who has died in an accident at work*

*This is not an exhaustive list and if you need further information on whether this applies to you, details can be found on gov.uk or you can call the Settlement Resolution Centre, details of which can be found on page 39.*

3.3 **Do you have a valid UK permanent residence card?**

*Check the ‘Type of permit’ section on the card. If it says ‘family member – EU residence’ or ‘derivative residence’ answer ‘No’ to this question. If it says ‘permanent residence’ answer ‘Yes’ to this question. By answering yes to this question, you confirm that your permanent residence is valid. This means that you have not*

* *been outside the UK and Islands for a period of more than 5 consecutive years since getting permanent residence status*
* *lost your permanent residence status for any other reason, for example, you were deported.*

Yes, continue to section **3.4**   
No, skip to section **3.5**

3.4 **Permanent residence card number**

*The number if on the top right corner of the document. For example, 1234567*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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I cannot provide my document number

3.5 **Do you have valid indefinite leave to enter (ILE) or remain (ILR)?**

*ILE and ILR are types of immigration status you would usually have applied for. You will usually have a stamp in your passport or a letter from the Home Office if you have either of them.*

*By answering yes to this question, you confirm that your ILE / ILR status is valid.*

*Your ILE / ILR will no longer be valid if you have:*

* *been outside the UK for a period of more than 2 consecutive years since getting ILE / ILR*
* *lost your ILE / ILR status for any other reason, for example, you were deported.*

Yes, continue to section **3.6** No, skip to section **3.7**

3.6 **What year where you granted ILE / ILR?**

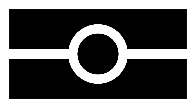
*If you cannot remember the exact year you got ILE / ILR, either:*

* *enter the year closest to when you think you got it; or*
* *leave it blank*

|  |  |  |  |
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| Y | Y | Y | Y |

* 1. **Do you have a valid UK residence card with a biometric chip?**

*Your document will say ‘residence card’ at the top along with the following symbol:*

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiXi8biqMrhAhUdAGMBHWzTA3kQjRx6BAgBEAU&url=https://en.wikipedia.org/wiki/Biometric_passport&psig=AOvVaw34G0LHHc1HWhWZNlhFJ0M_&ust=1555150376375792)

**If you provide details of a valid biometric residence card you will not need to provide your fingerprint biometrics. Please note that if you are applying from overseas you must provide details of a biometric residence card.**

Yes, continue to section **3.8** below

No, skip to section **3.10**

* 1. **Card number**

*As stated on your biometric residence card*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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* 1. **Date of expiry**

*As stated on your biometric residence card*

*For example: 31 03 1980*

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

3.10 **Are you applying as a child under the age of 21, using your parent’s / guardian’s settled status or application under the scheme?**

*For more information see page 3.*

No, continue to section **3.11**

Yes, skip to section **3.14**

3.11 **Are you applying as a non-EEA or non-Swiss citizen family member of a relevant EEA or Swiss citizen who has ceased activity and is eligible to be granted settled status, or has been or is being granted settled status?**

*For more information see page 2.*

No. Continue to section **3.12**

Yes, they were a worker or self-employed but have retired having reached state pension age, or they were a worker and have retired early. Continue to **section 3.14**

Yes, they stopped working or being self employed because of a permanent incapacity to work. Continue to section **3.14**

Yes, they were a worker or self-employed person in the UK but have since moved to another EEA country or Switzerland, but have retained a place of residence in the UK. Continue to section **3.14**

3.12 **Are you applying as a family member of a relevant EEA or Swiss citizen who has died and was resident in the UK at the time of their death?**

*For more information see page 3.*

No, continue to **section 3.13**

Yes, my family member was resident in the UK and Islands as a worker or self-employed person at the time of their death and they had completed a continuous qualifying period in the UK and Islands of at least 2 years before dying, and I was resident in the UK with them immediately before their death. **Continue to section 3.14**

Yes, my family member was resident in the UK and Islands as a worker or self-employed person at the time of their death and their death resulted from an accident at work or an occupational disease, and I was resident in the UK with them immediately before theirdeath. **Continue to section 3.14**

3.13 **Are you applying as a family member of a relevant EEA or Swiss citizen and your continued residence in the UK is warranted by particularly difficult circumstances, such as where you or another family member has been a victim of domestic violence or abuse?**

No, continue to **section 4.**

Yes, I or another family member was a victim of domestic abuse while my marriage or civil partnership to a relevant EEA citizen was subsisting, my marriage or civil partnership to a relevant EEA citizen has since been terminated and I was resident in the UK at the date of the termination of my marriage or civil partnership. **Continue to section 3.14.**

Yes, my relevant family relationship with a relevant EEA citizen has broken down permanently as a result of domestic violence or abuse, I was resident in the UK when the relevant family relationship broke down permanently as a result of domestic violence or abuse and I or another family member was a victim of domestic violence or abuse before the relevant family relationship broke down permanently. **Continue to section 3.14.**

Yes, I am applying on the basis that my continued residence in the UK is warranted by particularly difficult circumstances. **Continue to section 3.14.**

**Your EEA or Swiss citizen family member’s details**

**Family member 1**

3.14 **What are their given names?**

*Also known as their first and middle names*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.15 **What is their surname?**

*Also known as their family name. Include all of their surnames if they have more than one*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.16 **What is their country of nationality?**

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3.17 **For** w**hat period are you relying on this family member’s residence?**

*For example, 05 2010 – 02 2015*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| M | M |  | Y | Y | Y | Y | **-** | M | M |  | Y | Y | Y | Y |

3.18 **If known, what is their EU Settlement Scheme application number (if they have one)?**

*This will be on any correspondence your family member has received about their application, for example*

*3434-0000-0000-0001*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.19 **What is, or was, your relationship to your EEA or Swiss citizen family member?**

Spouse / civil partner

Durable partner

Dependent child

Dependent parent

Other dependent family member

*If you are applying as an ‘Other dependent family member’, please describe below your relationship and how you are dependent. Continue on a separate sheet if necessary.*

|  |
| --- |
|  |

3.20 **Do they have British citizenship?**

Yes, continue to section **3.21**

No, skip to **section 4**

Don’t know. skip to **section 4**

3.21 **Have they held British citizenship since they were born?**

If your answer to this question is ‘yes’ to this question then you are unable to continue with your application as a family member on the basis of that relationship alone.

Yes, **you cannot continue with this application as a family member of this person**

No, skip to **section 3.22**

Don’t know, skip to **section 4**

3.22 **When did they acquire it (if known)?**

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

3.23 **What is the Home Office reference number of their citizenship application (if known)?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.24 **Have they retained their EEA or Swiss citizenship since acquiring British citizenship?**

*Retaining EEA or Swiss citizenship means that they have not lost it or had to give it up since they became a British citizen*

Yes, continue to section **3.25**

No, skip to **section 4**

3.25 **At the time of acquiring British citizenship what were they doing in the UK? Tick all relevant boxes.**

Job seeking

Working

Self-employed

Self sufficient

Student

They had a right of permanent residence

None of the above

3.26 **Date they started working, self-employment, being self-sufficient or studying in the UK.**

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

3.27 **If applicable, the date they acquired a right of permanent residence in the UK.**

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

3.28 **Were they issued with a permanent residence document in the UK?**

Yes, continue to section **3.29**

No, skip to section **3.28**

3.29 **What is the Home Office reference number for the permanent residence document (if known)?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Please provide further information about their job seeking, work, self-employment, self-sufficiency, study or acquisition of the right of permanent residence in the UK.** Complete all sections that apply.

3.30 **Job seeking**

Please list all periods that they were job seeking in the UK and indicate if they were registered as a jobseeker with the relevant employment office (Jobcentre Plus in England, Scotland and Wales; the Jobs and Benefits Office or Social Security Office in Northern Ireland).

|  |  |
| --- | --- |
| Dates in which they were job seeking | Were they registered as a jobseeker with the relevant employment office? (Yes/No) |
|  |  |
|  |  |
|  |  |

3.31 **Employment**

Please list all their employment in the UK, starting with the most recent. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Job title/ position held | Salary or wage\* | Start and end date of employment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Please give the ‘gross’ figure (i.e. before deductions for tax, national insurance (or equivalent) and any other deductions). Please specify whether the amount is per week, month or year.

3.32 **Self-employment**

|  |  |  |
| --- | --- | --- |
| Name of business | Address of the business (also include website address if available) | Type of business (for example, what product(s) the business made or sold, what services it provided, etc) |
|  |  |  |
|  |  |  |
|  |  |  |

3.33 **Self-sufficiency**

Please indicate below how your family member met the requirement to have sufficient financial resources to support themselves (and their family members living in the UK) without needing to claim public funds/state benefits during the period set out above.

For each type of income, indicate the source (who provided it), the amount in both local currency if appropriate and pounds sterling, and how often they received it (if applicable). Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Source of income | Amount | Frequency e.g. weekly, monthly |
|  |  |  |
|  |  |  |
|  |  |  |

3.34 **Study**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of the educational establishment at which your family member was studying | Name and contact details of a person at the establishment we can contact if necessary | Course title | Qualification the course lead to | Start and end date of course |
|  |  |  |  |  |
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**Family member 2**

If you are relying on the continuous qualifying period of more than one relevant EEA or Swiss citizen family member, complete this section. If you do not have another family member upon whose residence you rely, leave this section blank and skip to section 4.

3.35 **What are their given names?**

*Also known as their first and middle names*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.36 **What is their surname?**

*Also known as their family name. Include all of their surnames if they have more than one*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.37 **What is their country of nationality?**

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3.38 **For** w**hat period are you relying on this family member’s residence?**

*For example, 05 2010 – 02 2015*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| M | M |  | Y | Y | Y | Y | **-** | M | M |  | Y | Y | Y | Y |

3.39 **If known, what is their EU Settlement Scheme application number (if they have one)?**

*This will be on any correspondence your family member has received about their application, for example 3434-0000-0000-0001*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.40 **What is, or was, your relationship to your family member?**

Spouse / civil partner

Durable partner

Dependent child

Dependent parent

Other dependent family member

*If you are applying as an ‘Other dependent family member’, please describe below your relationship and how you are dependent. Continue on a separate sheet if necessary.*

|  |
| --- |
|  |

3.41 **Do they have British citizenship?**

Yes, continue to **question 3.42**

No, skip to **section 4**

Don’t know. skip to **section 4**

3.42 **Have they held British citizenship since they were born?**

If your answer to this question is ‘yes’ to this question then you are unable to continue with your application as a family member on the basis of that relationship alone.

Yes, **you cannot continue with this application as a family member of this persons**

No, skip to **section 3.43**

Don’t know, skip to **section 4**

3.43 **When did they acquire it (if known)?**

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

3.44 **What is the Home Office reference number of their citizenship application (if known)?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3.45 **Have they retained their EEA or Swiss citizenship since acquiring British citizenship?**

*Retaining EEA or Swiss citizenship means that they have not lost it or had to give it up since they became a British citizen*

Yes, continue to section **3.46**

No, skip to **section 4**

3.46 **Prior to acquiring British citizenship what were they doing in the UK? Tick all relevant boxes.**

Job seeking

Working

Self-employed

Self-sufficient

Studying

They had a right of permanent residence

None of the above

3.47 **Date they started working, self-employment, being self-sufficient or studying in the UK.**

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

3.48 **If applicable, the date they acquired a right of permanent residence in the UK.**

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

3.49 **Were they issued with a permanent residence document in the UK?**

Yes, continue to section **3.50**

No, skip to section **3.51**

3.50 **What is the Home Office reference number for the permanent residence document (if known)?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Please provide further information about their work, self-employment, self-sufficiency, study or acquisition of the right of permanent residence in the UK.** Complete all sections that apply.

3.51 **Job seeking**

Please list all periods that they were job seeking in the UK and indicate if they were registered as a jobseeker with the relevant employment office (Jobcentre Plus in England, Scotland and Wales; the Jobs and Benefits Office or Social Security Office in Northern Ireland).

|  |  |
| --- | --- |
| Dates in which they were job seeking | Were they registered as a jobseeker with the relevant employment office? (Yes/No) |
|  |  |
|  |  |
|  |  |

3.52 **Employment**

Please list all their employment in the UK, starting with the most recent. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Job title/ position held | Salary or wage\* | Start and end date of employment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Please give the ‘gross’ figure (i.e. before deductions for tax, national insurance (or equivalent) and any other deductions). Please specify whether the amount is per week, month or year.

3.53 **Self-employment**

|  |  |  |
| --- | --- | --- |
| Name of business | Address of the business (also include website address if available) | Type of business (for example, what product(s) the business made or sold, what services it provided, etc) |
|  |  |  |
|  |  |  |
|  |  |  |

3.54 **Self-sufficiency**

Please indicate below how your family member met the requirement to have sufficient financial resources to support themselves (and their family members living in the UK) without needing to claim public funds/state benefits during the period set out above.

For each type of income, indicate the source (who provided it), the amount in both local currency if appropriate and pounds sterling, and how often they received it (if applicable). Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Source of income | Amount | Frequency e.g. weekly, monthly |
|  |  |  |
|  |  |  |
|  |  |  |

3.55 **Study**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of the educational establishment at which your family member was studying | Name and contact details of a person at the establishment we can contact if necessary | Course title | Qualification the course lead to | Start and end date of course |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

3.56 **Are you applying after the deadline for making an application**

The deadline for most people to apply to the EU Settlement Scheme was 30 June 2021.

If you or your family are from the EU, Switzerland, Norway, Iceland or Liechtenstein, you can still apply if you or a family member were living in the UK by 31 December 2020. You must also either:

* meet one of the criteria for a later deadline to apply
* have ‘reasonable grounds’ for not applying by 30 June 2021

You can also apply if you already have pre-settled status, and you’re applying for settled status

## ‘Reasonable grounds’ for not applying by the deadline

In some cases, you can still apply after 30 June 2021.

For example if a later deadline applies to you or if you can show ‘reasonable grounds’ (such as medical reasons, or being the victim of domestic abuse) for why you did not apply by 30 June 2021.

[Check if a later deadline applies to you or if you can still apply to the EU Settlement Scheme](https://www.gov.uk/settled-status-eu-citizens-families/eligibility), including further examples of what counts as reasonable grounds for not applying by the deadline online here: <https://www.gov.uk/settled-status-eu-citizens-families>

No, my application is being made before the deadline that applies to me. Skip to section 4

Yes, my application is being made after the deadline that applies to me, continue to question 3.57

3.57 **Why are you applying after the deadline?**

***Choose your reasons for making an application after the deadline. You will be able to add more information later***

I was a child before the deadline (and my parent or guardian did not apply for me)

I was a child in care or a care leaver before the deadline (and the local authority did not apply for me or signpost me to the scheme)

I lacked the physical or mental capacity to apply by the deadline

I was unable to apply by the deadline due to a serious medical condition or because I was undergoing significant medical treatment

I was unable to apply by the deadline due to my care or support needs

I was unable to apply by the deadline for reasons connected with modern slavery or human trafficking

I was unable to apply by the deadline because I am or was in an abusive or controlling relationship or situation

I was unaware of the requirement to apply by the deadline

I have lived in the UK for a long time and did not realise I needed to apply

I lacked the IT skills or access, or the English language skills, to apply by the deadline

I was unable to apply by the deadline due to issues associated with the COVID-19 pandemic

I was in prison prior to the deadline

I was unable to apply by the deadline due to another practical or compassionate reason

My biometric residence card expired after the deadline and I was not aware I needed to apply to the scheme

I am exempt from immigration control

I am applying within 90 days of ceasing to be exempt from immigration control

I ceased to be exempt from immigration control more than 90 days ago, and there is a reason I did not apply to the scheme within the 90 days

I have indefinite leave to enter or remain under another route and was not aware I could apply to the scheme

I am applying before the expiry of my limited leave to enter or remain under another route

My limited leave to enter or remain under another route has expired, and there is a reason I did not apply to the scheme before it did

There is another reason connected with my immigration status why I did not apply by the deadline

3.58 **Provide information on your reason for applying after the deadline**

*This information will be used when your application is reviewed. If you have a Home Office reference number, include it. If more than one reason is applicable, provide all relevant information*

# Section 4 – Evidence to provide

*As part of your application, you will need to provide evidence of your continuous qualifying period in the UK and Islands to qualify for pre-settled or settled status.*

*We’ve included a list of examples of the evidence of residence we’ll accept with this form.*

For applications for **pre-settled status**

* Evidence you have been resident in the UK and Islands for at least one day in the last 6 months, unless:
  + you have been absent for up to 12 months due to an important reason (such as pregnancy, childbirth, serious illness, study, vocational training or an overseas posting), in which case please provide evidence of your residence before that period of absence and evidence of the reason for the absence
  + you have been absent on compulsory military service, in which case please provide evidence of your residence before that period of absence and of the military service
  + you have been absent accompanying an EEA or Swiss spouse, civil partner or parent on Crown service (including as a member of HM Forces), in which case please provide evidence of your residence before that absence and evidence of your or your family member’s Crown service, and evidence of your family relationship.
* Evidence your EEA or Swiss citizen family member was resident in the UK and Islands at the same time as yourself or had been resident in the UK and Islands for at least one day in the 6 months preceding your application, unless they have been absent for an important reason reason for up to 12 months or were absent from the UK on Crown service (including service with HM forces), or accompanying their EEA or Swiss citizen parent or partner on Crown service (including service with HM forces).

For applications for **settled status**

* Evidence that, either:
  + You hold a valid permanent residence document or indefinite leave to enter or remain; or
  + You have completed a continuous qualifying period in the UK and Islands of at least 6 months in any given 12-month period, for 5 years in a row (apart from one period of absence of up to 12 months for an important reason or an absence of any length for compulsory military service, or Crown service/service with HM Forces, or accompanying a partner or parent on Crown service (including service with HM Forces)).

For applications as the child (under 21) of a relevant EEA or Swiss citizen or of their spouse or civil partner who is using the continuous qualifying period of that EEA or Swiss citizen family member to demonstrate their own eligibility

* Evidence of your relationship to your family member and (where necessary) of their relationship to the relevant EEA or Swiss citizen as their spouse or civil partner
* The Unique Application Number (if known) which shows that your family member has been, or is being, granted settled status.

For applications for **settled status with less than 5 years’ residence** as a family member of a relevant EEA or Swiss citizen who has ceased activity

* Evidence that you were the family member of the relevant EEA or Swiss citizen at the time they ceased activity
* Evidence that since that time there has been no supervening event
* Evidence that your EEA or Swiss family member has been or is being granted settled status under the scheme (or would if they were to apply) and has ceased activity in one of the following circumstances, providing;
  + Evidence that your family member has completed a continuous qualifying period in the UK and Islands of more than 3 years, and either:

they were a worker or self-employed person in the UK for at least 12 months immediately before terminating that activity on reaching state pension age; or

they were a worker in the UK for at least 12 months immediately before terminating that activity to take early retirement.

Or

* + Evidence that your family member has stopped working or being self-employed because of a permanent incapacity to work and that either:
    - * Evidence that they had completed a continuous qualifying period in the UK and Islands of more than 2 years before stopping work or being self-employed or
      * Evidence that the incapacity stopping them from working was from an accident at work or an occupational disease that entitles them to a pension from an institution in the UK.

Or

* + Evidence that your family member completed a continuous qualifying period in the UK of at least 3 years as a worker or self-employed person immediately before becoming a worker or self-employed person in another EEA country or Switzerland, while retaining a place of residence in the UK to which they return, as a rule, at least once a week; and
    - Evidence your relevant EEA or Swiss citizen family member has been or is being granted settled status (or would be if they made a valid application).

If your family member’s passport or travel document has expired, and they could not renew their passport or travel document in order for you to make an application by the deadline as a result of their embassy or issuing authority being closed, or otherwise being unable to issue a replacement due to the Coronavirus pandemic you can use their expired document to apply and an caseworker will consider whether to exercise discretion and allow you to rely on the expired document as alternative evidence of their identity and nationality (or of your entitlement to apply from outside the UK).

You can also apply using their expired passport or travel document if their document has expired but the issuing authority have automatically extended its validity as a result of the Coronavirus pandemic.

If either of the above apply please provide further information in the box below:

For applications as the family member of a relevant EEA or Swiss citizen who has died

* Evidence of your family relationship to the relevant EEA or Swiss citizen
* Evidence of the death of the relevant EEA or Swiss citizen, for example a death certificate
* Evidence that the relevant EEA or Swiss citizen was resident in the UK as a worker or self-employed person at the time of their death
* Evidence that the relevant EEA or Swiss completed a continuous qualifying period in the UK and Islands of a period of at least 2 years immediately before their death
* Or evidence that the relevant EEA or Swiss citizen’s death was the result of an accident at work or an occupational disease
* Evidence that you were resident in the UK with the relevant EEA or Swiss citizen immediately before their death

For applications from family members of relevant naturalised British citizen:

* Evidence that the British citizen family member was a worker, self-employed person, self-sufficient person, or student in the UK, or had a right of permanent residence in the UK, at the time of the acquisition of British citizenship. For example:
  + Payslips, letter from employer, letter from relevant school/college etc.
* Evidence that the British citizen family member retained their nationality of origin after acquiring British citizenship, for example their valid passport or national identity card for that nationality
* Evidence that the British citizen family member continues to be a worker, self-employed person, self-sufficient person or student, or qualifies for a right of permanent residence in the UK. For example:
  + Payslips, letter from employer, letter from relevant school/college etc.

If you are relying on a family relationship with more than one EEA or Swiss citizen you need to add evidence of the identity of, and your relationship to, each of them. The period of residence you are applying for must be covered between them.

**Permitted absences**

If you have had an absence of up to 12 months for an important reason, an absence of any length on compulsory military service, or an absence accompanying an EEA or Swiss family member on Crown service (including as a member of HM Forces) please provide the dates and details here and include evidence with your application.

**Evidence of ‘reasonable grounds’ for applying after the deadline that applies to you**

In some cases, you can still apply after 30 June 2021.

For example if a later deadline applies to you or if you can show ‘reasonable grounds’ (such as medical reasons, or being the victim of domestic abuse) for why you did not apply by 30 June 2021.

[Please explain why a later deadline to apply to the EU Settlement Scheme applies to you:](https://www.gov.uk/settled-status-eu-citizens-families/eligibility)

**If you cannot provide the evidence needed**

Please tell us below if you cannot provide the evidence needed to support your application. A caseworker will contact you after you submit your application and help you find ways to prove you are eligible for status.

I cannot provide some or all of the evidence needed

*Give details of why you cannot provide the evidence needed to support your application.*

A recent photograph of the applicant is required under the Immigration (Provision of Physical Data) Regulations 2006 (as amended).

Attach passport photo here

Make sure that the staple or paper clip does not damage or mark the photograph.

Make sure your photo is different to the ones in your identity documents. If the photo is the same, we will ask you to provide another one. Your photo must meet the digital photo rules below.

Your application might be delayed if your photo does not meet these rules.

How to take a good photo:

1. Use a well-lit room
2. Move hair and headgear away from your face
3. Look straight at the camera
4. Do not smile or frown
5. Make sure there are no shadows on your face or behind

Make sure your photo is different to the ones in your identity documents. If the photo is the same, we will ask you to provide another one. Your photo must meet the digital photo rules below.

Your application might be delayed if your photo does not meet these rules.

**What your digital photo must show**

In your photo, you must:

* Face forward and look straight at the camera
* Keep your mouth closed
* Have your eyes open and visible
* Not smile or frown
* Not have any hair or headwear (such as hats or headscarves) covering your face

Do not wear sunglasses or tinted glasses. If you wear reading glasses that you cannot take off, your eyes must be visible without any glare or reflections.  
**Reasons your photo might be rejected**

Your photo must not:

* Be a scan of another photo of you
* Contain other objects or people
* Be the same photo of you that is in your passport or identity card

**How we use your photo**

We use your photo to:

* Compare against your passport or national identity card photo.
* Create your digital profile, which you can use to show your status, for example when you get a new job.

**Document checklist**

*Please complete the tables below to help us check that we have received your identity and other documents and to keep a record of them while they are with us. Continue on a separate sheet if necessary.*

To avoid delays to your application youshould ensure any supporting documents (and photograph) are sent to us as soon as possible after submitting your application. If we need to request further information we will write to, or email, you with details of where to send any information or evidence we need to process your application, and any unique reference numbers to include.

Identity documents or evidence of entitlement to apply from outside the UK.

Original documents must be provided.  Scans and photocopies are not acceptable

|  |  |
| --- | --- |
| Document | How many? |
| Passport-sized photograph |  |
| Passport (belonging to applicant) |  |
| Passport (belonging to family member) |  |
| National identity card (belonging to family member) |  |
| Biometric Residence Card (belonging to applicant) |  |
| Biometric Residence Card (belonging to family member) |  |
| Permanent residence document (belonging to applicant) |  |
| Permanent residence document (belonging to family member) |  |
| Birth certificate |  |
| Marriage/civil partnership certificate |  |
| Death certificate |  |

Other documents (please list) – scans and photocopies are acceptable

|  |  |
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| Document | How many? |
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# Section 5 – Criminality

If you are under 18 skip to **section 6**

**Please note** - you are not required to declare non-recordable or spent convictions.

5.1 **Have you ever been:**

* convicted of a criminal offence?
* arrested or charged with an offence that you are on trial for or awaiting trial?

*This includes offences in the UK or any other country.*

Yes, continue to section **5.2** No, skip to section **5.16**

Criminality in the UK

5.2 **Have you been convicted of a criminal offence in the UK in the last 12 months?**

Yes, continue to section **5.3** No, skip to section **5.6**

5.3 **What crime or crimes were you convicted of?**

5.4 **What date were you sentenced?**

*For example, 31 03 1980*

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

5.5 **What sentence were you given?**

*If you did not receive a prison sentence, enter 0.*

Years Months

Criminality outside of the UK

5.6 **Have you had a criminal conviction outside the UK that involved any of the following:**

* a violent offence?
* a drug-related offence?
* a prison sentence of 12 months or longer?

Yes, continue to section **5.7** No, skip to section **5.11**

5.7 **Which country were you convicted in?**

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5.8 **What crime or crimes were you convicted of?**

5.9 **What date were you sentenced?**

*For example, 31 03 1980*

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

5.10 **What sentence were you given?**

*If you did not receive a prison sentence, enter 0.*

Years Months

Awaiting trial

5.11 **Have you ever been arrested or charged for an offence for which you are currently on or awaiting, trial or which is pending a decision to charge?**

*This includes offences in the UK or any other country.*

Yes, continue to section **5.12** No, skip to section **5.16**

5.12 **Which country were you arrested or charged in?**

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5.13 **What crime were you arrested or charged for?**

5.14 **Date you were arrested or charged?**

*For example, 31 03 1980*

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| D | D |  | M | M |  | Y | Y | Y | Y |

5.15 **Any other details**

*For example, the date of your hearing or trial*

War crimes or terrorism

5.16 **Have you ever supported, encouraged or been involved in:**

* terrorist activities
* war crimes, crimes against humanity or genocide
* an extremist organisation

Yes, continue to section **5.17** No, skip to section **6**

5.17 **Add any details**

*Explain how you were involved and what happened*

|  |
| --- |
|  |

5.18 **Any other convictions**

*Give details of any other instances not covered above. If you do not have any, skip to* ***section 6****.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Country arrested and/or charged in?** | **What crime?** | **Date** | **Other details**  *Such as length of sentence, dates of trial, your involvement* |
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# Section 6 – Contact details

*We need the details of anyone helping with an application or applying on behalf of someone else. This will help us contact the right person if we need more information.*

6.1 **Did you have any help completing your application?**

No, I completed it myself, skip to section **6.11** Yes, someone else helped me or is applying on my behalf, continue to section **6.2**

6.2 **Who has helped with the application?**

Immigration adviser , complete sections **6.3 onwards** Assisted digital provider, skip to section **6.10 onwards**

Family or friend, complete sections **6.3 – 6.6**

Social worker or local authority, complete sections **6.3 - 6.7, then 6.10 onwards**

Employer, continue to sections **6.3 – 6.7, then 6.10 onwards**

Charity/community group, complete sections **6.3 – 6.7, then 6.10 onwards**

Other, complete sections **6.3 – 6.7, then 6.10 onwards**

## Details of the person who has helped you with your application

6.3 Given names

*Also known as their first and middle names*

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6.4 Surname

Also known as their family name. Include all of their surnames if they have more than one

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6.5 **Email address**

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6.6 **Phone number**

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6.7 **Organisation name**

*This includes the name of your immigration adviser’s company, the company they are employed by, the local authority or charity assisting you.*

6.8 **Company regulator if appropriate**

6.9 **Company registration number**

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6.10 **Do you want us to contact the person who has helped you complete the form if we have any further questions?**

*If you choose yes, you are giving your consent for the person who has helped you to act on your behalf. We will be able to discuss your application with them and let them know what our decision is.*

No, I want you to contact me

Yes

**6.11 Preferred method of contact**

How would you, or the person who helped you complete the form, like to be contacted about your application?

*We will contact you, or the person who helped you complete the form, about your application of we have any questions or need further evidence. We will try you by your preferred method of contact first and other methods if this is not successful.*

Email

Telephone

Post

# Section 7 – Biometrics appointment

If you do not already have a biometric residence card then after you submit your application you must attend an appointment to enrol your biometrics (your fingerprints and photograph of your face). We will get in touch with you to arrange your appointment – you do not need to do anything until we contact you.

If your application is subsequently successful you will be issued with a biometric residence card containing your biometric details.

If you are under 16 years of age, an adult must go with you to your appointment – please complete the questions below with the details of that adult.

7.1 **Given names**

*Also known as their first and middle names*

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7.2 **Surname**

*Also known as your family name. Include all your surnames if you have more than one*

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7.3 **What is their country of nationality?**

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7.4 **What is their date of birth?**

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

*For example: 31 03 1980*

7.5 **Are they your parent or legal guardian?**

Yes No

# DECLARATION

By signing below, you are confirming that:

* Any document or evidence you have provided is correct, to the best of your knowledge.
* You believe you are eligible and have completed a continuous qualifying period in the UK and Islands for any period you rely on.
* Your photograph is an accurate likeness of you.

We will process your information in line with our terms and conditions and privacy policy.

**Terms and conditions can be found here;** <https://apply-to-visit-or-stay-in-the-uk.homeoffice.gov.uk/help/terms-conditions>

**Privacy notice can be found here:** <https://www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship>

If we find a mistake in your application, we will contact you to help you correct this. If your application meets the criteria under the EU Settlement Scheme you will be granted settled or pre-settled status as appropriate.

**Your application may be refused and you could be prosecuted if you deliberately provide false or misleading information, representations or documents.**

**Applicant’s signature**

|  |
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If you have signed the declaration on behalf of the applicant, please explain why the applicant has not done so themselves.

**Date Month Year**

|  |  |  |  |  |  |  |  |  |  |
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| **D** | **D** |  | **M** | **M** |  | **Y** | **Y** | **Y** | **Y** |

End of application form

# Security questions

**Account recover and authentication over the phone:**

If we contact you, or the person who assisted you by phone, we will need to confirm your identity before we can discuss any aspect of your application with you. To do this we will ask you to confirm some of the information in your application, as well the response you provided to one or more of the questions below.

These questions are **not part of your application** for settled status, and the answers you provide will not influence the decision making process.

**Provide an answer to at least one question from each of the 3 sections below.**

## Section 1

What is the name of the first school you went to?

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In what city or town did your wedding take place?

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What is the first job you ever had?

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What is the last name of your favourite teacher from when you were at school?

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In what city or town did your mother and father meet?

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## Section 2

What is the name of the city or town you were born in?

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What was the street name of the first house or flat you lived in?

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When you were young, what did you want to be when you grew up?

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What is the name of your partner?

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What was the name of your first pet?

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## Section 3

What is your favourite film?

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What is your partner's mother’s name?

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Which city or town was your father born in?

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What make was your first car?

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What is your eldest sibling’s middle name?

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## How long it takes to receive a decision

To find out how long it is taking for us to make decisions at the moment, see our current processing times for applications at: <https://www.gov.uk/government/publications/eu-settlement-scheme-application-processing-times> or telephone the Settlement Resolution Centre. This only gives an indication of how long it may take to get a decision. It may take more or less time, depending on the specific circumstances of your application.

## Contact us

You can get help with your application on the phone or online by contacting the Settlement Resolution Centre. The phone number is different if you are from a local council or another organisation helping others to apply.

Telephone from inside the UK: 0300 123 7379

Telephone from outside the UK: +44(0)203 080 0010

Telephone from an organisation helping others to apply: 0300 790 0566

Monday to Friday between 8am to 8pm, excluding bank holidays.

Saturday and Sunday between 9:30am to 4:30pm.

## Call charges

The cost of calling a phone number depends on the digits it starts with, your phone provider and whether you use a landline or mobile.

You may get free calls to some numbers as part of your call package. Check with your phone provider.

Check with your phone provider to find out the actual cost, particularly if you are calling from abroad. Calls from payphones can cost more.

Further details on call charges can be found at: <https://www.gov.uk/call-charges>.

**Returning your documents**

Your supporting documents will be returned to you as soon as possible. Unless it is absolutely necessary, **please do not contact the Home Office for the return of any documents in advance of this as it may lead to delays finalising your application**.

We will return your documents by Royal Mail 2nd class signed for delivery, or an equivalent international service if you are applying from outside of the UK. If you are in a country that does not permit identity documents to be sent from overseas, please contact the Settlement Resolution Centre (details above) for further information.

If you would like your documents returned a different way, include a pre-paid addressed envelope with your documents. We will aim to return your documents without delay.

I have included a pre-paid addressed envelope with my documents because I would like my documents returned in a different way.

Yes No

# Evidence list - part 1 – Preferred evidence of residence

When submitting evidence of residence, it is best to use documents that cover longer periods of time, such as bank statements, P60s or university certificates. These documents will prove your residence in the UK for the length of time they cover, so you will need to submit fewer of them.

A document with a single date on - like a utility bill, official letter or appointment card - will only count as proof of residence for one month.

**Evidence that covers longer periods of time**

The documents listed below are preferred evidence because a single document may cover a significant period. Where you submit evidence from this list, a single piece of evidence is likely to be sufficient for the period it covers:

* an annual bank statement or an account summary covering a 12 month period, showing payments received or spending in the UK in at least six months of that 12 month period
* annual business accounts of a self-employed person
* a dated and signed letter from an employer, confirming the duration of a period of UK-based employment which has been undertaken, and confirmation of the employer’s status (such as registration with HMRC or Companies House) - this will be considered evidence of residence for the period of that employment
* a P60 for a 12 month period (you may submit additional evidence to confirm that you 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 - this will be considered evidence of residence for the period of that employment
* a dated and signed letter from an accredited organisation in the UK confirming physical attendance at a course and its duration, or confirming enrolment on a course accompanied by dated and signed evidence of completion (such as a qualification certificate) - this will be treated as evidence of residence for the duration of the course
* a dated and signed letter from a registered care home confirming the period of residence in the home - this will be treated as evidence of residence for that period
* a dated, addressed invoice from an accredited organisation for school, college or university fees for education requiring physical attendance in the UK, which includes the name of the student, and accompanying evidence of payment - this will be treated as evidence of residence for the relevant academic term(s) or year
* documentation issued by the student finance body for England, Wales, Scotland or Northern Ireland or the Student Loans Company that shows a UK address, such as an entitlement notification or repayment statement - this will be treated as evidence of residence for the relevant academic term(s) or year
* 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), will be treated as evidence of residence for the period covered by the statement or agreement
* a dated, addressed council tax bill will be treated as evidence of residence for the period covered by the bill
* evidence of an employer making pension contributions will be treated as evidence of residence for the period covered by the contributions where the employment requires physical presence in the UK

# Evidence list - part 2 – Alternative evidence of residence

**Evidence that covers shorter periods of time**

Because the documents listed below cover a shorter period, you may need to submit more of them to evidence that they meet the residence requirement. Where you submit evidence from this list, a single piece of evidence is likely to be sufficient for the period it covers:

* a dated bank statement (other than an annual statement, as above) showing payments received or spending in the UK - this will be treated as evidence of residence for the period covered by the bank statement
* a dated payslip for a UK-based job will be treated as evidence of residence for the period covered by that payslip
* a dated invoice for work you, or the relevant EEA or Swiss citizen, has or have done in the UK, and accompanying evidence of payment - this will be treated as evidence of residence for the month in which the invoice is dated
* a dated, UK-addressed domestic utility bill featuring your, or the relevant EEA or Swiss citizen’s name will be treated as evidence of residence for the period covered by the bill
* a dated, UK-addressed domestic bill or contract for a mobile or fixed line telephone or for a TV or internet service featuring your, or the relevant EEA or Swiss citizen’s name will be treated as evidence of residence for the period covered by the bill or contract
* a dated letter from a UK GP or other healthcare professional confirming your, or the relevant EEA or Swiss citizen’s attendance at appointment(s), or a card issued by the healthcare professional confirming those appointment(s) - 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 dated letter, or benefit claims made to, a UK government department, another UK public body or a UK charity confirming your, or the relevant EEA or Swiss citizen’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
* other dated, UK-addressed domestic bills, for example, for insurance, veterinary bills or home services/repairs, featuring your, or the relevant EEA or Swiss citizen’s name and accompanying evidence of payment will be treated as evidence of residence for the month in which the bill is dated
* 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

# Terms and conditions for EU Settlement Scheme

These are the terms and conditions for your application under the EU Settlement Scheme

## Rejections

Your application will be rejected as invalid if you do not follow the required application process and provide the required proof of identity and nationality (or, if you’re applying from outside the UK, proof of your entitlement to apply from outside the UK).

## Biometrics

You will have to provide your biometrics (a photograph and in some cases your fingerprints) as part of your application. If you do not your application will be rejected as invalid.

## Changes to your application

If you need to make any changes to your application, you must contact the Settlement Resolution Centre

## References to countries and nationalities

A country or territory may be listed as a nationality or country because it has a passport-issuing authority.