

**EUSS (DR): Apply to the EU Settlement Scheme as a person with a derivative right of residence (Ibrahim & Teixeira)**

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

**Who this form is for**

If you are applying to the EU Settlement Scheme based on a derivative right to reside in the UK as an ‘Ibrahim & Teixeira’ person in education, as an ‘Ibrahim & Teixeira’ carer or as a dependant under the age of 18 of an ‘Ibrahim & Teixeira’ carer, you must apply using this form.

An ‘Ibrahim & Teixeira’ person in education is a person who is in education (excluding nursery education but including tertiary education) in the UK, where at least one of their parents is an EEA or Swiss citizen who used to be a worker in the UK.

An ‘Ibrahim & Teixeira’ carer is the primary carer (parent, grandparent, sibling over the age of 18 or legal guardian with sole responsibility or joint responsibility with one other person) of an ‘Ibrahim & Teixeira’ child.

**How to apply**

You, or someone acting on your behalf, can use 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.

Use a blue or black ink ballpoint pen. 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 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 cannot apply using this form**

You cannot apply using this form if you:

* Are a British citizen;
* Have valid indefinite leave to enter or indefinite leave to remain in the UK;
* Have a right of permanent residence;
* Are a family member of an EEA or Swiss citizen, a relevant naturalised British citizen, or a qualifying British citizen;
* Are a family member who has retained the right of residence.

If one of the above applies to you, you should apply using the online application form. If there is a reason why you cannot apply online, you must contact the EU Settlement Resolution Centre (see the ‘Contact Us’ section at the end of this form).

If you are an EEA or Swiss citizen, and you currently have a derivative right to reside in the UK as an ‘Ibrahim & Teixeira’ person in education or carer, you can apply using this form if you want to, but you can also apply using the online form (or the equivalent paper form) without relying specifically on a derivative right to reside. Your whole continuous qualifying period will be taken into account.

You do not need to apply if you are an Irish citizen, but you can if you want to.

**What you can apply for**

If you have been resident in the UK for a continuous qualifying period of 5 years or more as a person with a derivative right to reside as an ‘Ibrahim &Teixeira’ person in education, an ‘Ibrahim &Teixeira’ carer or as a dependant of a ‘Ibrahim &Teixeira’ carer, and since then no supervening event has occurred, you will usually be eligible for settled status.

A continuous qualifying period generally means that you have not been absent from the UK 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).

A supervening event includes being out of the UK and Islands for a continuous period of more than 5 years since completing a continuous qualifying period of 5 years or more.

If you have had a derivative right to reside as an ‘Ibrahim &Teixeira’ person in education, an ‘Ibrahim &Teixeira’ carer or as a dependant of an ‘Ibrahim &Teixeira’ carer for less than 5 years, you can add other types of residence in the UK and in some cases, the Islands, to your ‘Ibrahim & Teixeira’ residence. If the combined types of residence amount to a continuous qualifying period of 5 years or more, you will usually be eligible for settled status. The other types of residence are as:

* a relevant EEA citizen; or
* a family member of a relevant EEA citizen; or
* a family member who has retained the right of residence by virtue of a relationship with a relevant EEA citizen; or
* a person with a derivative right to reside as a ‘Chen’ carer or a dependant of a ‘Chen’ carer; or
* a person with a ‘Zambrano’ right to reside or a dependant of such a person Or
* a family member of a qualifying British citizen; or
* a family member of a qualifying British citizen with a retained right of residence

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

If you have completed a continuous qualifying period of less than 5 years when you apply, but you meet the requirements as a person with a derivative right to reside as an ‘Ibrahim &Teixeira’ person in education, an ‘Ibrahim &Teixeira’ carer or as a dependent of an ‘Ibrahim &Teixeira’ carer, you will usually get pre-settled status which will give you permission to remain in the UK for a further 5 years. You can apply to change this to settled status once you have completed a continuous qualifying period of 5 years or once you satisfy the conditions for settled status with less than 5 years continuous qualifying period.

**What you will need to apply**

If you are an EEA or Swiss citizen, you will need:

* if you are **applying from within the UK,** proof of your identity and nationality:
  + your valid passport as an EEA or Swiss citizen; or
  + your valid national identity card as an EEA or Swiss citizen; 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:
  + a valid passport or valid national identity card (where this contains an interoperable biometric chip) as an EEA or Swiss citizen;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).

If you are **not** an EEA or Swiss citizen, 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 card; or
  + your valid biometric immigration document; or
  + alternative evidence of your identity and nationality where you are unable to 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) – this should be your

valid biometric derivative residence card where you hold one on that basis; or

* + alternative evidence of this, where you are unable to 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).

All applicants will also need to provide:

* evidence of your continuous qualifying period in the UK for the period you are relying on;
* an email address or postal address; and
* a passport photograph of yourself.

If possible you should also provide:

* evidence that you meet (and where relevant, met) the relevant requirements as a person with a derivative right to reside;
* a telephone contact number (if you have one)
* your National Insurance number (if you have one)

More information about the evidence you can provide can be found in section 8 of this form.

**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 for status under the EU Settlement Scheme**

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 – Person in education

Section 5 – Primary carer

Section 6 – Dependant

Section 7 – Residence details

Section 8 – Evidence to provide

Criminality

Section 9 – Suitability

Next steps

Section 10 – Contact details

Section 11 – Biometrics appointment

Declaration

Security questions

What happens next

# Section 1 – Your personal details

*Please complete this section as fully as possible. See section 8 for guidance on what evidence you should submit to support the information you provide in this section.*

### Your name and date of birth

### *Enter your name as it is written on your passport, EEA national identity card,* *biometric residence card or biometric derivative residence card. 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 country of nationality?**

*You can add another nationality later, 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 **1.7** No, skip to section **1.8**

* 1. **What is your other country or 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 **1.9** No, skip to section **1.10**

* 1. **What was the country 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 **1.11** Yes, skip to section **1.12**

* 1. **Please 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

1.15 **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 in section 8 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, 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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*Postcode*

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* 1. **Your email address**

*Enter your email address, if you have one. This is so you can get updates about your application.*

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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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1.19 **Do you have a National Insurance number?**

*You will usually have one if you are over 16 and have been employed, self-employed or received benefits.*

Yes

No, skip to **section 2**

1.20 **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, enter it below

No, skip to **section 2**

*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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**Section 2 – What identity document are you applying with?**

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 in section 8 in relation to posting identity documents).*

*Please note, if you are an EEA or Swiss citizen and are applying from outside the UK, you* ***must*** *apply using a valid passport or a EEA national identity card containing an interoperable biometric chip to confirm your entitlement to apply from outside the UK. If you are not an EEA or Swiss citizen and 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 hold a biometric derivative residence card you should use this to make your application. Where you are unable to produce this due to circumstances beyond your control or practical or compassionate reasons, alternative evidence of identification must be provided.*

Passport, continue to sections **2.2** **to 2.3** then skip to **section 3**

EEA national identity card, continue to sections **2.2** **to 2.3** then skip to **section 3**

Biometric derivative residence card, continue to sections **2.2 to 2.3** then skip to **section 3**

Alternative evidence of identity and nationality, continue to section **2.4** **to 2.5** then continue to **section 3**

* 1. **Document number**

*As stated in your passport, EEA national identity card or biometric derivative residence card – this may include letters*

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* 1. **Date of expiry**

*As stated in your passport, EEA national identity card or biometric derivative residence card.*

*For example: 31 03 1980*

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* 1. **Why are you not applying with a valid passport, EEA national identity card or biometric residence card?**

* 1. **What alternative evidence of your identity and nationality, or proof of entitlement to apply from outside the UK, are you providing?**

# 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 in the UK as a person with a derivative right to reside as an ‘Ibrahim & Teixeira’ person in education, an ‘Ibrahim & Teixeira’ carer or a dependant of an ‘Ibrahim & Teixeira’ carer

I have had a derivative right to reside in the UK for less than 5 years but I have completed a continuous qualifying period of 5 years in the UK on the basis of an ‘Ibrahim & Teixeira’ right to reside and other types of residence in the UK and Islands

I have completed a continuous qualifying period of less than 5 years as a person with a derivative right to reside as an ‘Ibrahim & Teixeira’ person in education, an ‘Ibrahim & Teixeira’ carer or a dependant of an ‘Ibrahim & Teixeira’ carer

3.3 **Please tick one of the following boxes to confirm under which category of person you are applying as:**

1. a person who is in education in the UK, where at least one of your parents is an EEA or Swiss citizen who used to be a worker in the UK, and you are unable to apply to the EU Settlement Scheme as their family member (for example, because they no longer live in the UK) – go to **section 4**
2. the sole primary carer of a person who is in education in the UK, where at least one of the person’s parents is an EEA or Swiss citizen who used to be a worker in the UK – go to **section 5**
3. a joint primary carer who shares caring responsibility for a person who is in education in the UK, where at least one of the person’s parents is an EEA or Swiss citizen who used to be a worker in the UK – **go to section 5**
4. the dependant of person described in (b) or (c) – **go to section 6**

3.4 **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 3.5

3.5 **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

3.6 **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 1 reason is applicable, provide all relevant information*

**Section 4 – Person in education**

*Please complete this section in full if you are applying as a person who is in education (excluding nursery education but including tertiary education) in the UK, where at least one of your parents is an EEA or Swiss citizen who used to be a worker in the UK.*

*See section 8 for guidance on what evidence you should submit to support the information you provide in this section.*

**The EEA or Swiss citizen’s personal details**

*This is one of your parents who used to be a worker in the UK. If both your parents are EEA or Swiss citizens and used to be workers in the UK, you only need to provide details for one of them.*

4.1 **Given names**

*Also known as their first and middle names.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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4.2 Surname

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

4.3 **Date of birth**

*For example: 31 03 1980*

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

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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4.5 **Do they have more than one nationality?**

*This is sometimes called ‘dual nationality’.*

Yes, continue to section 4.6 No, skip to section 4.7

4.6 **What is their other country or countries of nationality?**

4.7 **What is their EU Settlement Scheme application number (if they have one)?**

*This will be on any correspondence they have received about their application, for example*

*3434-0000-0000-0001*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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4.8 **What is their address?**

*Use the address of their main residence.*

*If you do not know their current address, please provide the last known address.*

*House/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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*Postcode*

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**The EEA or Swiss citizen former worker’s residence in the UK**

4.9 To the best of your knowledge, what date did the EEA or Swiss citizen former worker start living in the UK?

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

4.10 Is the EEA or Swiss citizen former worker still living in the UK?

Yes No

4.11 If you have answered yes to question 4.10 above, what date did the EEA or Swiss citizen former worker stop work in the UK?

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

4.12 If you have answered no to question 4.10 above, what date did the EEA or Swiss citizen former worker leave the UK?

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

**The EEA** **or Swiss citizen’s former work**

4.13 Was the EEA or Swiss citizen a worker in the UK at a time when you were also residing in the UK?

Yes No

4.14 Please give details of the time(s) when the EEA or Swiss citizen was in the UK as a worker:

|  |  |  |
| --- | --- | --- |
| **Name and address of employer** | **From** | **To** |
|  |  |  |

**Education in the UK**

Please note that ‘education’ includes primary, secondary and tertiary education, but does not include nursery education.

4.15 Are you currently in education in the UK?

Yes No

4.16 Please give the name and address of your current school, college or other educational establishment below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Postcode | | | |  |  |  |  |  |  |  |  |  |

4.17 If you are not in primary or secondary education, what course of education are you attending?

4.18 If you are not in primary or secondary education, when are you due to complete your course?

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

4.19 When did you first enter education in the UK?

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

4.20 Please give details of the educational establishments (if different from the answer given at question 4.16) which you have attended since entering education in the UK:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of establishment** |  | **Start date** | **End date** | **Course\* attended** |
|  |  |  |  |  |

\* You do not need to complete ‘course attended’ if the establishment is a primary or secondary school.

**Section 5 – Primary carer**

*Please complete this section in full if you are applying as a sole or joint primary carer of a person who is in education (excluding nursery education) in the UK, where at least one of their parents is an EEA or Swiss citizen who is or used to be a worker in the UK.*

*See section 8 for guidance on what evidence you should submit to support the information you provide in this section.*

**Details of the person in education**

5.1 **What are their given names?**

*Also known as their first and middle names.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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5.2 **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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5.3 **What is their date of birth?**

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

*For example: 31 03 1980*

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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5.5 **Do they have more than one nationality?**

*This is sometimes called ‘dual nationality’.*

Yes, continue to section 4.7 No, skip to section 4.8

5.6 **What is their other country or countries of nationality?**

5.7 **What is their EU Settlement Scheme application number (if they have one)?**

*This will be on any correspondence they have received about their application, for example*

*3434-0000-0000-0001*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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5.8 **What is their address in the UK?**

*Use the address of their main residence in the UK.*

*House/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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*Postcode*

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|  |  |  |  |  |  |  |

5.9 **What is your relationship to them?**

Parent

Grandparent

Spouse or civil partner

Sibling over the age of 18

Legal guardian

**Child’s parent(s)**

5.10 If you are not the child’s parent, please complete this section for both the child’s parents. If you are the child’s parent, please complete this section for the child’s other parent.

*Complete as many details as you can.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Mother** | | **Father** | |
| Full name | |  | |  | |
| Date of birth | |  | |  | |
| Nationality | |  | |  | |
| Current address (or last known address) | |  | |  | |
| What sort of contact (including face to face, by telephone or any other means) does the child have with this parent? | |  | |  | |
| How often does this contact take place? (For example, once a week, twice a month) | |  | |  | |
| When was the last known contact between the child and this parent? | |  | |  | |
| Is there a formal Court order in place for the child (for example, a custody agreement, residence order or contact order)? If so, please provide a copy of this agreement/order. | |  | |  | |
| Does this parent provide any financial support or maintenance payments for the child? | |  | |  | |
| If you have answered  yes to the question above, please list these payments and the amount received per month | |  | |  | |

**The EEA or Swiss citizen’s personal details**

*This is one of the parents of the person in education who used to be a worker in the UK. If both the person’s parents are EEA or Swiss citizens and used to be workers in the UK, you only need to provide details for one of them.*

5.11 **Given names**

*Also known as their first and middle names.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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5.12 **Surname**

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

5.13 **Date of birth**

*For example: 31 03 1980*

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

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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5.15 **Do they have more than one nationality?**

*This is sometimes called ‘dual nationality’.*

Yes, continue to section 4.7 No, skip to section 4.8

5.16 **What is their other country or countries of nationality?**

5.17 **What is their EU Settlement Scheme application number (if they have one)?**

*This will be on any correspondence they have received about their application, for example*

*3434-0000-0000-0001*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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5.18 **What is their address?**

*Use the address of their main residence.*

*If you do not know their current address, please provide the last known address.*

*House/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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*Postcode*

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|  |  |  |  |  |  |  |

**The EEA or Swiss citizen former worker’s residence in the UK**

5.19 What date did the EEA or Swiss citizen former worker start living in the UK?

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

5.20 Is the EEA or Swiss citizen former worker still living in the UK?

Yes No

5.21 If you have answered yes to question 5.20 above, what date did the EEA or Swiss citizen former worker stop work in the UK?

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

5.22 If you have answered no to question 5.20 above, what date did the EEA or Swiss citizen former worker leave the UK?

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

**The EEA** **or Swiss citizen’s former work**

5.23 Was the EEA or Swiss citizen a worker in the UK at a time when the child was also residing in the UK?

Yes No

5.24 Please give details of the time(s) when the EEA or Swiss citizen was in the UK as a worker:

|  |  |  |
| --- | --- | --- |
| **Name and address of employer** | **From** | **To** |
|  |  |  |

**Education in the UK**

Please note that ‘education’ includes primary, secondary and tertiary education but does not include nursery education.

5.25 Is the person you care for currently in education in the UK?

Yes No

5.26 Please give the name and address of their current school, college or other educational establishment below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Postcode | | | |  |  |  |  |  |  |  |  |  |

5.27 If the person you care for is not in primary or secondary education, what course of education are they attending?

5.28 If they are not in primary or secondary education, when are they due to complete their course?

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

5.29 When did the person you care for first enter education in the UK?

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

5.30 Please give details of the educational establishments (if different from the answer given at question 5.26) which they have attended since entering education in the UK:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of establishment** | **Start date** | **End date** | **Course\* attended** |
|  |  |  |  |

\* You do not need to complete ‘course attended’ if the establishment is a primary or secondary school.

**Evidence of dependency**

5.31 Please give details about how the child is dependent on you for their care (for example, personal care, decisions made for them, financial dependence):

|  |
| --- |
|  |

**Other primary carer**

If you are a joint primary carer who shares caring responsibility for the child with one other person, you must complete the following section in relation to that person.

5.32 Their name as in their passport (or national ID card if they are an EEA or Swiss citizen)

**Given names**

*Also known as their first and middle names.*

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**Surname**

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

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5.33 Any other name(s) by which they are or have ever been known.

*For example:*

* *legal name changes through marriage or deed poll;*
* *different spellings on P60s or payslips;*
* *different spellings in the machine-readable zone (MRZ) of their identity document.*

|  |  |
| --- | --- |
| **Name and reason for change** | **Dates during which you have used this name** |
|  |  |

5.34 Their date of birth

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

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

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5.36 **Their passport or travel document number**

*As stated in their passport or national identity card – this may include letters.*

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5.37 **Their United Kingdom address**

*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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5.38 Their relationship to the child:

|  |
| --- |
|  |

5.39 When did they begin caring for the child?

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

5.40 Their relationship to you:

|  |
| --- |
|  |

5.41 Have they applied to the EU Settlement Scheme based on a derivative right to reside?

Yes

No

5.42 If you have answered ‘yes’ to question 5.40, what is their unique reference number?

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5.43 Do they hold a derivative residence card?

Yes

No

5.44 Their Home Office reference number (if applicable)

*Only answer this question if the person has applied for a derivative residence card or if they have made any other type of application to the Home Office. The reference number will be on any correspondence the person has received from the Home Office about their application(s).*

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**Person unable to continue their education in the UK**

5.45 Please explain why and in what circumstances the person you care for would be unable to continue their education in the UK if you were required to leave the UK for an indefinite period. Please continue on a separate sheet if required.

|  |
| --- |
|  |

5.46 Is there another person in the UK who could or does assume caring responsibility for the person in education?

No

Yes - give details in the box below

|  |
| --- |
|  |

5.47 Please give details of any other relatives of the child who are living in the UK:

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Date of birth | Nationality | Relationship to the person in education |
|  |  |  |  |

**Section 6 – Dependant**

*Please complete this section in full if you are applying as a dependant of a primary carer of a person who is in education (excluding nursery education) in the UK, where at least one of their parents is an EEA or Swiss citizen who used to be a worker in the UK.*

*See section 8 for guidance on what evidence you should submit to support the information you provide in this section.*

6.1 Do you have limited leave to enter or remain indefinite leave to enter or remain?

Yes, you cannot continue making your application using this form.

No, continue to section **6.2**.

**Your primary carer**

6.2 Their name as in their passport

**Given names**

*Also known as their first and middle names.*

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**Surname**

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

6.3 Any other name(s) by which they are or have ever been known.

*For example:*

* *legal name changes through marriage or deed poll*
* *different spellings on their P60s or payslips*
* *different spellings in the machine-readable zone (MRZ) of their identity document.*

|  |  |
| --- | --- |
| Name and reason for change | Dates during which they have used this name |
|  |  |

6.4 Their date of birth

*For example: 31 03 1980*

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

6.5 What is their nationality?

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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6.6 Their passport or travel document number

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6.7 Their United Kingdom address

*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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6.8 Their relationship to the person who is in education (excluding nursery education) in the UK, where at least one of their parents is an EEA or Swiss citizen who used to be a worker in the UK:

|  |
| --- |
|  |

6.9 When did they begin caring for the person who is in education in the UK?

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

6.10 Their relationship to you:

|  |
| --- |
|  |

6.11 Have they applied to the EU Settlement Scheme based on a derivative right to reside?

Yes

No

6.12 If you have answered ‘yes’ to question 4.28, what is their unique reference number?

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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6.13 Do they hold a derivative residence card?

Yes

No

6.14 Their Home Office reference number (if applicable)

*Only answer this question if the person has applied for a derivative residence card or if they have made any other type of application to the Home Office. The reference number will be on any correspondence the person has received from the Home Office about their application(s).*

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**Evidence of dependency**

6.15 Please give details about how you are dependent on your primary carer for your care (for example, personal care, decisions made for you, financial dependence). Please continue on a separate sheet if required.

|  |
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**Primary carer unable to remain in the UK**

6.16 Please explain why, and in what circumstances, the primary carer would have to leave the UK should you be required to leave the UK for an indefinite period.

Please continue on a separate sheet if required.

|  |
| --- |
|  |

6.17 Is there another person in the UK who could or does assume caring responsibility for you?

No

Yes - give details in the box below

|  |
| --- |
|  |

6.18 Please give details of any other relatives you have who are living in the UK:

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Date of birth | Nationality | Relationship to you |
|  |  |  |  |

# Section 7 – Residence details

# *As part of your application, you will need to provide evidence of your continuous qualifying period in the UK and Islands to be eligible for pre-settled or settled status. See section 8 for guidance on what evidence you should submit to support the information you provide in this section.*

7.1 When did you start living in the UK with a derivative right to reside on the basis of ‘Ibrahim & Teixeira’?

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

7.2 If you have had a ‘Ibrahim & Teixeira’ derivative right to reside in the UK for less than 5 years, but you have also lived in the UK as a family member of a relevant EEA citizen or a family member who has retained the right of residence, please provide details below:

|  |  |  |
| --- | --- | --- |
| Type of residence | Dates (from – to) | Details of relationship to EEA citizen |
| Family member of a relevant EEA citizen |  |  |
| Family member who has retained the right of residence |  |  |
| Person with a derivative right to reside on the basis of ‘Chen’ |  |  |
| Person with a ‘Zambrano’ right to reside or a dependant of such a person |  |  |
| Family member of a qualifying British citizen |  |  |
| Family member of a qualifying British citizen with a retained right of residence |  |  |

**Section 8 – What evidence to provide**

*This section tells you what evidence you to provide to support your application. Except for the evidence of identity and nationality, the evidence listed below are examples which means you may submit other evidence if you wish. When submitting evidence, you should, where possible, provide evidence that covers the whole period on which you are relying.*

**To support the information you have provided in sections 1 and 2, all applicants must provide:**

EEA and Swiss citizens

* If you are applying from within the UK, your valid passport or valid national identity card. If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of your identity and nationality.
* If you are applying from outside the UK**,** your valid passport or valid national identity card (where this contains an interoperable biometric chip). If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of entitlement to apply from outside the UK.

Non-EEA or Swiss citizens

* If you are applying from within the UK, your valid passport or valid biometric residence card. If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of your identity and nationality.
* If you are applying from outside the UK**,** a valid biometric residence card. If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of your entitlement to apply from outside the UK.

**To support the information you have provided in section 4 (if you are applying as a child in education) it may help your application if you provide:**

* Evidence of your relationship with the EEA or Swiss citizen former worker, for example a copy of:
  + Your birth certificate
  + An adoption certificate
* Evidence of identity and EEA or Swiss nationality of the former worker:
  + Valid EEA passport or valid EEA national identity card
  + Valid biometric residence document (if they have one)
  + The EEA or Swiss citizen’s EU Settlement Scheme unique reference number (if they have one)

If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of their identity and nationality.

* Evidence of the EEA or Swiss citizen’s residence in the UK: see examples listed under ‘to support the information you have provided in section 7’
* Evidence of the EEA or Swiss citizen’s work in the UK – please note that this must show the EEA citizen worked at a time that you lived in the UK. For example a copy of:
  + A letter/letters from the EEA or Swiss citizen’s previous employer(s) confirming the dates of employment. This/these must be signed and dated by the employer(s), include the employer’s/employers’ contact details, and be on the letter-headed paper of the employer(s).
  + Wage slips
  + Signed and dated contract of employment
  + Form P45
  + Most recent form P60
* Evidence that the child is in education in the UK, for example a copy of:
  + Enrolment letter
  + Local education authority letter

**To support the information you have provided in section 5 (if you are applying as a primary carer) it may help your application if you provide:**

* Evidence of the person in education’s identity:
  + Valid passport or valid EEA national identity card
  + Valid biometric residence document (if the child has one)
  + The person in education’s EU Settlement Scheme unique reference number (if they have one)

If you’re not able to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of the child’s identity and nationality

* Evidence of your relationship to the child, for example a copy of:
  + Their birth certificate(s)
  + Adoption certificate(s)
  + A court order detailing legal guardianship
* Evidence the person in education is dependent on you, for example a copy of:
  + Residence or custody order
  + NHS letters
  + School letters
  + Social services letters
* The evidence listed above under ‘To support the information you have provided in section 4 (if you are applying as a child in education)’
* Evidence that the child would be unable to continue to be educated in the UK if you are required to leave the UK

**To support the information you have provided in section 6 (if you are applying as a dependant) it may help your application if you provide:**

* Evidence of primary carer’s identity and nationality:
  + Valid passport or valid EEA national identity card
  + Valid biometric derivative residence card
  + The primary carer’s EU Settlement Scheme unique reference number (if they have one)

If you’re not able to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of the primary carer’s identity and nationality

* Evidence of your relationship to the primary carer, for example a copy of:
  + Your birth certificate(s)
  + And adoption certificate(s)
  + Court order detailing legal guardianship
* Evidence you are dependent on the primary carer, for example a copy of:
  + Residence/custody order
  + NHS letters
  + School letters
  + Social services letters
* Evidence that the primary carer has a derivative right to reside in the UK as the primary carer of a person in education in education (see ‘To support the information you have provided in section 5 (if you are applying as a primary carer)’, above)
* Evidence that the primary carer would be unable to live in the UK if you are required to leave the UK

**To support the information you have provided about your residence in section 7 (all applicants) you must provide:**

For applications for **settled status**:

* Evidence that you have been resident in the UK with a derivative right to reside (as an ‘Ibrahim & Teixeira’ person in education, as an ‘Ibrahim & Teixeira’ carer or as a dependant under the age of 18 of an ‘Ibrahim & Teixeira’ carer) for 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 being on Crown service (including service with HM Forces), or accompanying a partner or parent on Crown service (including service with HM Forces).

For applications for **pre-settled status**:

* Evidence that you have been resident in the UK for at least one day in the last 6 months, at a time when you had a derivative right to reside, 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.

See below for:

* evidence list – part 1 for preferred evidence of residence
* evidence list – part 2 for alternative evidence f residence

Evidence list – part 1 – Preferred evidence of residence

When submitting evidence of residence in the UK, 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.

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 have 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

Because the documents listed below cover a shorter period, you may need to submit more of them to evidence that you 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 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 the applicant’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 the applicant’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 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 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 the applicant’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

**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 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 child) |  |
| Passport or National identity card (belonging to the EEA or Swiss citizen former worker) |  |
| Biometric Residence Card (belonging to applicant or child) |  |

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

|  |  |
| --- | --- |
| Document | How many? |
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# 

# Section 9 – Suitability

If you are under 18 skip to **section 10.**

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

9.1 **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 **9.2** No, continue to section **9.16**

Criminality in the UK

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

Yes, continue to section **9.3** No, continue to section **9.6**

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

9.4 **What date were you sentenced?**

*For example, 31 03 1980*

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

9.5 **What sentence were you given?**

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

Years Months

Criminality outside of the UK

9.6 **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 **9.7** No, skip to section **9.11**

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

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

9.9 **What date were you sentenced?**

*For example, 31 03 1980*

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

9.10 **What sentence were you given?**

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

Years Months

Awaiting trial

9.11 **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 **9.12** No, continue to section **9.16**

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

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

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

*For example, 31 03 1980*

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

9.15 **Any other details**

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

War crimes or terrorism

9.16 **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 **9.17** No, continue to section **10**

9.17 **Add any details**

*Explain how you were involved and what happened*

|  |
| --- |
|  |

9.18 **Any other convictions**

*Give details of any other instances not covered above. If you do not have any, continue to* ***section 10****.*

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

# Section 10 – 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.*

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

No, I completed it myself, skip to section **10.11** Yes, someone else helped me or is applying on my behalf, continue to section **10.2**

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

Immigration adviser, complete sections **10.3 onwards** Assisted digital provider, skip to section **10.10 onwards**

Family or friend, complete sections **10.3 – 10.6**

Social worker or local authority, complete sections **10.3 - 10.7, then 10.10 onwards**

Employer, continue to sections **10.3 – 10.7, then 6.10 onwards**

Charity/community group, complete sections **10.3 – 10.7, then 10.10 onwards**

Other, complete sections **10.3 – 10.7, then 6.10 onwards**

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

# 10.3 Given names

*Also known as their first and middle names*

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# 10.4 Surname

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

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# 10.5 Email address

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# 10.6 Phone number

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# 10.7 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.*

# 10.8 Company regulator if appropriate

# 10.9 Company registration number

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# 10.10 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

**10.11 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 11 – Biometrics appointment

If you are an EEA or Swiss citizen you can skip this section and go straight to the declaration below.

If you are **not** an EEA or Swiss citizen and 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.

11..1 **Given names**

*Also known as their first and middle names*

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11.2 **Surname**

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

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

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

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

*For example: 31 03 1980*

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

Yes No

# DECLARATION

By signing below, you are confirming that:

* Any documents and information 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 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**

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

|  |
| --- |
|  |

**Date Month Year**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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

**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 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 change your application, you must write to the address shown on the first page of your application checklist, or 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.