



EEA(QP)

Version 04/2015

Application for a registration certificate as a European Economic Area (EEA) or Swiss national who is in the UK as a qualified person

This form is to be used for applications made on or after 6 April 2015

Who this form is for

Use this application form if you're an EEA or Swiss national who is in the UK as a 'qualified person' and you wish to apply for a registration certificate as confirmation of your right of residence.

Any further reference on this form to EEA nationals includes Swiss nationals.

A 'qualified person' is an EEA national who is in the UK as a:

- worker (including those who have retained their status as a worker due to temporary incapacity, involuntary unemployment or vocational training)
- self-employed person (including those who have retained their status as a self-employed person due to temporary incapacity)
- self-sufficient person
- student, or
- jobseeker

This is sometimes known as 'exercising Treaty rights'.

The fee

There is a fee of £65 for making this application. If you do not pay the fee, we will return your application to you without consideration. See the payment guidance notes, enclosed with this application form, for further information.

Partners and family members

You cannot include your family members on this form. If you have a partner, family members or other relatives, and they wish to apply for a registration certificate or residence card as evidence of their right of residence, they must each complete their own application form and pay the specified fee. The relevant forms are:

- EEA(FM) – for your ‘direct’ family members (spouse/civil partner, children or grandchildren aged under 21 or dependent on you, dependent parents and grandparents)
- EEA(EFM) – for your ‘extended’ family members (unmarried or same-sex partner, other dependent relatives, such as siblings, aunts, uncles, cousins, nephews, nieces).

If you have any EEA family members who are qualified persons in their own right, they can complete their own EEA(QP) form if they wish.

Completing the application form

Complete all relevant sections of the form as directed. Use a black pen and write names, addresses and similar details in capital letters. In sections where you are asked to give your personal details and address, leave a space between each name and each part of the address.

You must also send the relevant evidence as specified in section 11 of this form.

Only complete the sections of the form that are relevant to you. If a section does not apply to you, leave it blank.

To save paper, postage and storage costs, we recommend that you only print and send us the:

- front page of the form, and
- sections of the form that you have actually completed (including the payment section).

Where to send your completed application

You can apply in person at Croydon Premium Service Centre. To book an appointment, go to: www.gov.uk/ukvi-premium-service-centres/book-an-appointment

Otherwise, you must apply by post. You must send your completed application form, and the relevant fee, to:

Home Office – EEA applications

PO Box 590

Durham

DH99 1AD

Sending it to any other address may delay your application.

Payment Guidance

The Fee

There is a fee of £65 for this application.

Please note that your application will be rejected as invalid if you do not pay the specified fee.

How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft (postal applications only)
- Postal Order (postal applications only)
- Credit card - Mastercard, Visa (including Electron) or American Express (Amex)
- Debit card - Delta, Maestro* (including Solo)

* Maestro - We can accept only Maestro cards issued in the UK.

Please note that when making large or multiple payments using your credit card, the anti-fraud measures that banks operate sometimes stop the full payment being taken. This can happen for a number of reasons. To prevent this you may inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application. Please be aware that not all banks offer this service.

Cheques and postal orders

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

Completing the payment details page

To ensure that your payment is processed without any delay, please follow this guidance when completing the Payment Details section.

1-2 The address at 1 should be the contact address in the UK for any correspondence. If it is not your home address (eg a solicitor or other authorised immigration adviser may be submitting the application), give the contact name at 2.

3 This should be the full name of the main applicant as given in his or her passport or travel document.

4 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.

5 If you do not select a fee then we cannot take a payment and your application will be rejected as invalid.

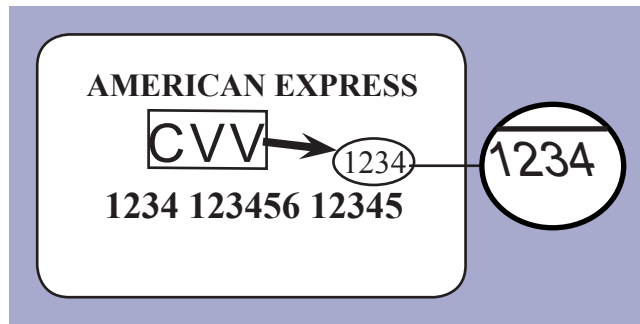
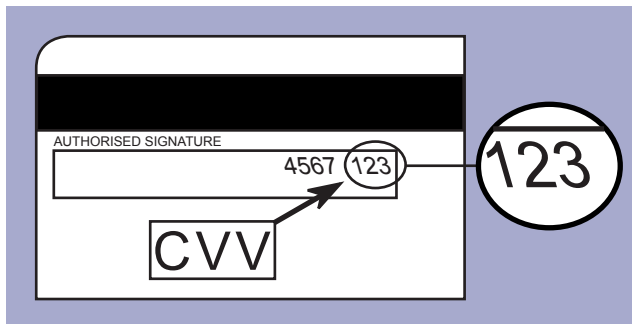
9 The name as displayed on the credit/debit card

10 Card number - this is the long number across the centre of the card

11 The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below. For Amex the security code consists of 4 digits and is found on the front of the card.

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

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



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

Consideration process

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

Page intentionally blank

Your passport or national identity card

1.14 Please give details of your current passport or national identity card in the table below.

	Passport	National identity card
Document reference number		
Place of issue		
Issuing authority		
Date of issue		
Expiry date		

1.15 Are you submitting a valid passport or national identity card with this application?

Yes, valid passport

Yes, valid national identity card

No

1.16 If you have answered no to question 1.15, please say why not in the box below and submit any relevant supporting evidence

Reason(s) for not submitting a valid passport or national identity card:

Unless your valid passport or national identity card is already with the Home Office, you must also submit alternative evidence of your identity and nationality. Please say what this evidence is in the box below

Please note: we will only accept alternative evidence of your identity and nationality if you can show that you are not able to submit a valid passport or national identity card due to circumstances beyond your control.

Supervised

Exempt, or employed or supervised by an exempt person

Specified by Order

I don't know

1.25 Your daytime telephone number

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

1.26 Your mobile number if you have one

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

1.27 Your email address and that of your representative if you have one. Please write your email address clearly in block capitals and note that we can only send updates to the email address you provide.

Your email address:

--

Please re-enter your email address in block capitals:

--

Your representative's email address:

--

The Home Office or persons acting on behalf of the Home Office may use the above email address(es) to communicate with you about your application. You must check your email account at regular intervals and respond to any further information requests as soon as possible.

B. Family members applying at the same time as you

1.28 If you have a partner or any family members or relatives applying for European residence documentation at the same time as you, please enter their details below. This will help us keep your applications together. Continue on a separate sheet if necessary.

Please note that each family member must complete their own application form and pay the specified application fee.

We strongly recommend that you enclose all applications in the same envelope if you want them to be considered together.

Full name	Nationality	Date of birth (DD/MM/YYYY)	Application form used or document applied for

Now go to section 2.

Section 2 - Category of qualified person

Please tick the relevant box below to show the category in which you're a qualified person in the UK.

If you feel you qualify in more than one category, please tick all relevant boxes and complete the relevant sections.

Worker – currently working

Complete section 3 if you're currently doing paid work for an employer.

Previously working – retained status as a worker

Complete section 4 if you were previously doing paid work for an employer and you are:

temporarily unable to work due to an illness or accident

unemployed and doing vocational training, or

involuntarily unemployed and looking for work *

* If you're looking for work, you must also complete the relevant parts of section 8 (jobseeker).

Self-employed (including retained status self-employed)

Complete section 5 if you:

are currently self-employed

have been self-employed but are temporarily incapacitated by an illness or accident

Self-sufficient

Complete section 6 if you're currently living in the UK as a self-sufficient (financially independent) person.

Student

Complete section 7 if you're currently studying in the UK.

Jobseeker (looking for work)

Complete section 8 if you're currently in the UK looking for work and you either:

have retained your status as a worker due to involuntary unemployment

were previously working (but haven't retained your status as a worker), self-employed, self-sufficient or a student, or

entered the UK to look for work and you have not been a qualified person since entering the UK.

Make sure you complete the relevant section(s) fully and provide the evidence specified in section 11.

To save paper, postage and storage costs, we recommend that you only print and send us the front page(s) of the form and the sections of the form that you have actually completed.

In all cases, please also complete the identity document checklist on the final page of this form.

B. Employer's declaration

3.9 Please either ask your employer to complete the declaration below or enclose a letter from the employer as described in section 11.

I can confirm that _____ (name of employee) has been, and is currently, employed by _____ (name of business/company) since

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

 in accordance with the details stated in subsection A above.

Name: Position held: Signature: Date:	Company stamp or seal (if you don't have one, say 'none')
--	---

Now complete sections 9, 10, 11 and 12.

4.6 Date you started this employment:

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

4.7 Number of hours you normally work each week:

4.8 Salary/wages* received each week/month: £ per week/month (delete as appropriate)

* Please give the figure before deductions for tax, national insurance, pension contributions, and any other regular deductions.

4.9 Date this employment ended:

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

B. Temporarily unable to work due to an illness or accident

4.10 What is the nature of your illness or accident?

4.11 When did you stop being able to work due to your illness or accident?

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

4.12 How long do you expect to be unable to work?

Note: if your incapacity to work is permanent, you should consider completing form EEA (PR) instead.

4.13 Are you still receiving any payment from your (former) employer, including statutory sick pay?

Yes No

If yes, please state what the payment is and how long it is expected to last:

Now go to section 9.

C. Unemployed and doing vocational training

4.14 Did you leave your last job voluntarily or involuntarily?

Voluntarily

Involuntarily

4.15 Please give the reason(s) your employment ended below:

4.16 Date you began your vocational training:

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

4.17 Title of training course:

4.18 Qualification training leads to (if applicable):

4.19 Expected duration of training:

4.20 If you left your last job voluntarily, is the training related to your previous employment?

Yes

No

Not applicable

Note: if you're voluntarily unemployed and your training is not related to your previous job, you will not qualify in this category.

Now go to section 9.

D. Involuntarily unemployed and looking for work

4.21 Reason your previous employment ended:

4.22 Date you started looking for work:

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

4.23 Are you registered as a jobseeker with the relevant employment office?

Note: by 'relevant employment office' we mean Jobcentre Plus if you're living in England, Scotland or Wales; or the Jobs and Benefits Office or Social Security Office if you're living in Northern Ireland.

Tick 'yes' even if you're receiving national insurance credits only

Yes No

(If you have answered no, you should apply as a jobseeker instead – see section 8.)

4.24 If yes, date you registered:

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

Now go to section 8.

For official use only:

Employed one year or more		<input type="checkbox"/>		
Employed less than one year		<input type="checkbox"/>		
Registered as a jobseeker?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Involuntarily unemployed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 5 - Self-employment

Complete this section if you're currently self-employed in the UK, or you're temporarily incapacitated and were self-employed before your illness or accident.

5.1 Please tick which applies:

Currently self-employed. Complete subsection A below and then go to section 9.

Previously self-employed but temporarily unable to be self-employed due to an illness or accident (temporary incapacity). Complete subsections A and B below, and then go to section 9.

A. Details of your self-employment

5.2 Date your self-employment started:

5.3 Type of self-employment – please tick the relevant option. If you're not sure, please read the guidance at www.gov.uk/set-up-business-uk

Sole trader

Director of a limited company

Partner in a business partnership

Owner of a franchise

Partner/shareholder in a limited company

Other – please state:

5.4 Briefly describe the nature of your business (for example, what service(s) you/your company provide(s), what goods or products you/your company sell(s)):

5.5 Name of your business or company (if applicable):

5.6 Website address for your business, if you have a website:

5.21 Are you receiving any sickness or disability-related state benefit, such as employment and support allowance, disability living allowance, or industrial injuries disablement benefit, or any other such benefit?

Yes

No

If yes, make sure you give details in section 9 of this form.

Note:

You must submit evidence of your incapacity – see section 11

If your incapacity to work is permanent, you should consider completing form EEA (PR) instead.

Now go to section 9.

Section 6 - Self-sufficient

Complete this section if you're currently living in the UK as a self-sufficient (financially independent) person.

Answer all questions in this section. You must also submit the evidence specified in section 11.

6.1 Please enter the date you started living in the UK as a self-sufficient person:

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

Your finances

6.2 Please indicate below how you meet the requirement to have sufficient financial resources to support yourself (and your family members living in the UK, if applicable) without needing to claim public funds/state benefits.

For each type of resource, indicate the source (who provides it), the amount, and how often you receive it (if applicable).

Type of financial resource	Owner of financial resource		
	Me (the applicant)	Family member living in the UK	Other relative (not in the UK), friend or other person
Savings			
Investments			
Income from rental property			
State pension			
Occupational pension			
Income from lawful employment			
Income from lawful self-employment			
Other – please state:			

6.3 If you're supported, or partly supported, by a friend(s), relative(s) or other person(s) who live(s) in the UK, give their details below. If you need more space, continue on a separate sheet and enclose with your application:

	Person 1	Person 2	Person 3
Full name:			
Date of birth:			
Nationality:			
Relationship to you:			

6.4 If you have any further information you wish to add about your financial circumstances, please provide it in the box below. Continue on a separate sheet if necessary. If you have no further information to add, leave this box blank.

Comprehensive sickness insurance cover

6.5 Please indicate below how you meet the requirement to have comprehensive sickness insurance for you (and your family members in the UK, if applicable). Tick all that apply:

- Private medical insurance plan that covers me (and my family) for the majority of risks while in the UK
- European Health Insurance Card (EHIC) (see Note), issued by an EEA Member State (not the UK)
- Form S1
- Form S2
- Form S3

Note:

You can only rely on an EHIC if you have not come to live permanently in the UK. As well as submitting your EHIC, you must also submit a 'statement of intent' confirming that you do not intend to live permanently in the UK.

Now go to section 9.

7.9 How is the educational establishment accredited? Please tick the relevant box(es) below. If you are not sure, please ask your educational provider.

- Holder of a Tier 4 sponsor licence
- Publicly funded (e.g. receives funding from the Skills Funding Agency in England, Welsh Assembly Government, Education Scotland, or the Department of Education in Northern Ireland)

Inspected by one of the following inspection bodies:

- Quality Assurance Agency for Higher Education
- Ofsted
- Education Scotland
- Estyn
- Education and Training Inspectorate
- Independent Schools Inspectorate
- Bridge Schools Inspectorate
- School Inspection Service

Accredited by one of the following accreditation bodies:

- Accreditation Body for Language Services (ABLS)
- Accreditation Service for International Colleges (ASIC)
- Accreditation UK (British Council)
- British Accreditation Council (BAC)
- Other – please state:

Your finances

7.10 Please tick and complete either A or B below to indicate how you intend to show that you have sufficient financial resources to support yourself (and your family in the UK, if applicable) without needing to claim public funds/state benefits. You may tick both if you wish.

A) I am providing evidence of my financial resources (see section 11 for list of documents)

Complete the table below with details of your financial resources. For each type of resource, indicate the source (who provides it), how much you receive, and how often you receive it (if applicable). Tick all that apply.

Type of financial resource	Owner of financial resource		
	Me (the applicant)	Family member living in the UK	Other relative (not in the UK), friend or other person
Scholarship, grant or bursary			
Savings			
Investments			
Income from rental property			
State pension			
Occupational pension			
Income from lawful employment			
Income from lawful self-employment			
Other – please state:			

If you're supported, or partly supported, by a friend(s), relative(s) or other person(s) who live(s) in the UK, give their details below. If you need more space, continue on a separate sheet and enclose with your application:

	Person 1	Person 2	Person 3
Full name:			
Date of birth:			
Nationality:			
Relationship to you:			

B) I am providing a declaration, witnessed by a commissioner for oaths or public notary, assuring the Secretary of State that I have sufficient financial resources.

Comprehensive sickness insurance cover

7.11 Please indicate how you meet the requirement to hold comprehensive sickness insurance cover. Tick more than one if relevant.

- Private medical insurance plan that covers me for the majority of risks while in the UK
- European Health Insurance Card (EHIC) (see Note) issued by an EEA Member State (not the UK)
- Form S1
- Form S2
- Form S3

Note:

You can only rely on an EHIC if you have not come to live permanently in the UK. As well as submitting your EHIC, you must also submit a 'statement of intent' confirming that you do not intend to live permanently in the UK.

Now go to section 9.

Section 8 - Jobseeker (looking for work)

Complete this section if you're currently in the UK looking for work.

8.1 What was your status in the UK before you started looking for work? Please tick:

I've retained my status as a worker (see section 4D) due to involuntary unemployment. Complete subsections C and D below.

I was previously a worker*, self-employed, self-sufficient, or a student. Complete subsections B, C and D below.

* If you were previously a worker, only tick this box if you have not retained your status as a worker (for example, because you left your last job voluntarily or you are not registered with a relevant employment office as a jobseeker).

I entered the UK to look for work and have not previously been a qualified person. Complete subsections A, C and D below.

A. Entered the UK to look for work, not previously a qualified person

8.2 Date you entered the UK:

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

8.3 Date you started looking for work:

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

Now go to subsection C.

B. Previously a worker, self employed, self-sufficient, or a student

8.4 Please tick the relevant box below to indicate your status in the UK immediately before you started looking for work:

Working

Self-employed

Self-sufficient

Studying

Note:

You must provide evidence of your previous activity. See sections 4-7 and 11 of this form for guidance on the type of evidence you can submit to prove you were previously a qualified person.

8.5 Date you stopped the above activity:

8.6 Date you started looking for work:

Now go to subsection C.

C. Previous residence as a jobseeker or retained-status worker

8.7 Please list all periods since 1 January 2014 during which you have been in the UK looking for work (and you were not otherwise a qualified person).

8.8 Have you had any absences from the UK since 1 January 2014?

Yes No

If yes, please give details below:

Date you left the UK	Date you returned to the UK	Total number of days*

* List only whole days' absences. Do not include the date you left or returned to the UK – e.g. if you left the UK on 1 January 2014 and returned on 31 January 2014, enter 29 days.

Now go to subsection D.

D. Your efforts to find work

8.9 Briefly describe what efforts you have made to find work in the UK.

8.10 Briefly list any relevant qualifications or previous work or other experience that will help you find work in the UK

Note:

You must submit evidence that you are looking for work and have a genuine chance of finding it. See section 11 for further details.

Now go to section 9.

For official use only:

Relevant period completed: Yes No

Compelling evidence required: Yes No

Section 9 - Public funds (state benefits)

This section asks for information about any public funds or state benefits (also known as 'social assistance') you are claiming, or have claimed, since you have lived in the UK.

9.1 Are you claiming, or have you claimed since living in the UK, any of the public funds or state benefits listed in the table below?

Yes No

9.2 If you have answered yes to question 9.1, please complete the table below to show the amount you receive, or received, each week/month and for how long the benefit has been paid.

Benefit	Amount you receive each week/month - (please specify frequency)	Date you started receiving this benefit	Date you stopped receiving this benefit (if you no longer receive it)
Attendance allowance			
Carer's allowance			
Child benefit			
Child tax credit			
Council tax benefit			
Council tax reduction			

Disability living allowance			
Employment and support allowance – income-related (work-related activity group)			
Employment and support allowance – income-related (support group)			
Employment and support allowance – contribution-based (work-related activity group)			
Employment and support allowance – contribution-based (support group)			
Housing benefit			
Homelessness and housing assistance			
Income support			
Jobseeker’s allowance – income-based			
Jobseeker’s allowance – contribution-based			

Personal independence payment			
Severe disablement allowance			
Social Fund payment			
State pension credit			
Working tax credit			
Universal credit			

9.3 If there are any benefits you have claimed not in the list above, or if you wish to provide any other information, please use the box below.

Now go to section 10 (personal history).

Country where judgment made

Details of judgment or civil penalty 2

Date of judgment or civil penalty

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

Country where judgment made

You must answer the following questions even if you have answered that you have not been convicted of any criminal offence in the UK or any other country.

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

Provide more details on a separate sheet of paper if necessary and submit it with your application.

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

Yes Please provide details:

No go to question 10.4

10.4 In either peace or war time, have you ever been involved in, or been suspected of involvement in, war crimes, crimes against humanity or genocide?

Yes Please provide details:

No go to question 10.5

10.5 Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes Please provide details:

No go to question 10.6

10.6 Have you ever been a member of, or given support to, an organisation which has been associated with terrorism?

Yes Please provide details:

No go to question 10.7

10.7 Have you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Yes Please provide details:

No go to question 10.8

10.8 Have you ever engaged in any other activities which might indicate that you may not be considered to be a person of good character?

Yes Please provide details:

No go to question 10.9

10.9 How long have you lived in the UK?

Years

Months

10.10 Please provide details of any periods of absence of more than 6 months during that time

Date you left the UK	Date you returned to the UK	Reason for absence

10.11 Please state what ties you have with:

- the country where you were born
- any other country whose nationality you hold
- any country where you have lived for more than 5 years

You should tell us about any family friends, or other connections with that country:

Country	Social, cultural or family ties

Definitions

The following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at www.legislation.gov.uk/ukpga/2001/17 or purchased from The Stationery Office (telephone 0870 600 5522). It is the your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned with terrorism

An organisation is concerned with terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

Section 11 - Documents and evidence

You must submit proof of your identity and nationality and proof that you're a qualified person. If you do not, your application may be delayed or refused.

This section provides guidance on what documents to submit.

Unless otherwise stated, please send original documents only. Photocopies are not acceptable. If you're unable to send the original, please explain why. We are unlikely to be able to approve your application without sight of the original document.

Please also submit photocopies of all documents submitted as well as the original documents.

If you receive bank statements in online/electronic format only, ask your bank to stamp each page with their official stamp.

If you wish to send any documents that are not in English or Welsh, you must get the document translated by a qualified professional translator. Ask the translator or translation company to confirm in writing on the translation:

- that it's a 'true and accurate translation of the original document'
- the date of the translation
- the full name and contact details of the translator or a representative of the translation company.

Please tick the relevant boxes below to show what documents (and, where relevant, how many of each) you're submitting. If you're submitting any documents not listed in the relevant section, please list them at under 'other evidence' at the end of this section.

Section 1 – Your personal details		How many?
Photographs		
<input type="checkbox"/>	2 passport sized photographs with your name written on the back and which conform to the standards on www.gov.uk/photos-for-passports	
Proof of your identity and nationality		
<input type="checkbox"/>	Your valid passport, or	
<input type="checkbox"/>	Your valid national identity card	
<p>Make sure that you have signed your passport.</p> <p>If you're not able to submit a valid passport or national identity card, you must explain why not and submit any alternative evidence of your identity and nationality (see also section 1.16).</p>		
<input type="checkbox"/>	Alternative evidence submitted:	
<input type="checkbox"/>		

Section 2

Complete this section as required.

Section 3 – Working in the UK		How many?
Proof of your employment		
<input type="checkbox"/>	Ask your employer to complete the declaration in section 3B, or	
<input type="checkbox"/>	Enclose a letter from your employer confirming the details in section 3A. This must be signed and dated by the employer, include the employer's contact details, and be on the letter-headed paper of the employer.	
Proof of your income or salary		
<input type="checkbox"/>	Wage slips, and/or	
<input type="checkbox"/>	Your bank statements showing receipt of your wages	
The evidence should cover at least the three months before the date of application. If you've been working for the employer for less than three months, the evidence should cover the entire period of employment		
If you wish to send any other evidence of your employment, list it below:		
<input type="checkbox"/>	Other evidence	

Section 4 – Previously working in the UK (retained worker status)		How many?
Subsection A: previous employment		
Proof of your previous employment		
<input type="checkbox"/>	A letter from your previous employer confirming the details given in section 4A. This must be signed and dated by the employer, include the employer's contact details, and be on the letter-headed paper of the employer. The letter must also state: <ul style="list-style-type: none">• the date you stopped working for them, and• the reason your employment ended.	
Proof of your income or salary		
<input type="checkbox"/>	Wage slips, and/or	
<input type="checkbox"/>	Your bank statements showing receipt of your wages	
The evidence should cover at least the last three months of your employment. If you worked for the employer for less than three months, the evidence should cover the entire period of employment		

Alternative evidence		
If you can't submit the documents above, you should enclose a letter explaining why not and you must submit alternative evidence of your previous employment, such as:		
	Signed and dated contract of employment	
	Form P45	
	Most recent P60	
	Letter of redundancy or dismissal from the employer	
	Letter from the employer accepting your resignation	
	Employment tribunal judgment	
	Any other evidence (please list):	
Subsection B: temporary incapacity		
	A letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long your incapacity is likely to last	
	If you're receiving any payment from the employer (including statutory sick pay), evidence of this.	
Subsection C: vocational training		
	A letter from your training provider confirming: <ul style="list-style-type: none"> • the title of the training course • how long the training is expected to last • qualification the training leads to (if any) • if you left your last job voluntarily, how the training is related to your previous employment • any other relevant details. 	
Subsection D: involuntarily unemployed jobseeker		
	Letter(s) from Jobcentre Plus (or the Jobs and Benefits Office or Social Security Office if you live in Northern Ireland) confirming the date you registered with them and details of any job-seeking benefits you receive. You must also submit evidence that you're looking for work – see notes for section 8.	

Section 5 – Self-employed	How many?
Subsection A: proof of your self-employment	
1. Proof of registration with Her Majesty's Revenue and Customs (HMRC) and payment of relevant tax and national insurance	
a) Tax documents – at least two of the following:	

	Copy or printout of your most recent self-assessment tax return (SA100) and evidence that it has been received by HMRC (e.g. written notification or printout of online confirmation)	
	Your self-assessment or tax calculation issued by HMRC (SA300 or SA302) if you have received this	
	Most recent P60 showing tax and national insurance paid for the last financial year	
b) National insurance documents – at least one of the following:		
	Stamped receipts showing payment of class 2 or class 4 national insurance contributions (e.g. if you pay them in person at the post office or over the counter at your bank)	
	Evidence from your bank statements showing payment of national insurance if you pay by direct debit. (This should show on your bank statement as 'HMRC NI – DD')	
	Most recent P60 (if issued within the last three months)	
	Any other written confirmation from HMRC of national insurance paid	
	If you don't earn enough to pay national insurance contributions, your certificate of small earnings exception issued by HMRC, or evidence that you have applied for one	
	If you're a company director who receives wage slips, and these show you have paid national insurance contributions through the PAYE system, you can use your wage slips as evidence.	
	If you're a self-employed subcontractor under the Construction Industry Scheme (CIS), send your: <ul style="list-style-type: none"> • most recent CIS pay and deduction statement from your contractor showing your unique taxpayer reference (UTR) and CIS deductions, and • at least one of the tax documents listed above. 	
If you have not been trading long enough to pay tax or national insurance contributions or to send a self-assessment tax return, you must show that you have registered to pay these. Please send at least two of the following:		
	Copy of form CWF1 or printout of your online registration as a self-employed person with HMRC	
	Evidence that HMRC have received your application – e.g. letter or printout of online acknowledgement	
	Notification from HMRC of your national insurance number and/or unique taxpayer reference number.	
c) Proof of VAT registration (if applicable):		
	If your business's turnover exceeds, or is expected to exceed, the VAT threshold (£79,000 for 2013/14, £81,000 for 2014/15), a certificate of VAT registration and the VAT return for the last full financial year (a copy or print-out) confirming the VAT registration number	
2. Proof of earnings from self-employment - at least two of the following:		
	Copies of invoices issued by you or your business, receipts for payments, etc. If your business is a limited company, these must be on company-headed paper	

	Personal bank statements showing receipt of payments covering at least the last three months	
	Business bank statements covering at least the last three months. You must be named on the account, or otherwise provide evidence to show that you have access to the account	
	If trading for more than 12 months, a copy of your most recent statutory accounts with a letter from your accountant confirming gross/net profit for the relevant period	
	Your most recent P60 (if issued within the last three months)	
	If you're a subcontractor under the Construction Industry Scheme, you can send your CIS pay and deduction statement (see above), together with one of the above documents	
	If you're a company director who receives a salary, you must send: <ul style="list-style-type: none"> • Your payslips covering the last three months (or all payslips issued if you have been a company director for less than three months), and • Personal bank statements showing receipt of wages 	
	If you're a company director who receives dividends, you must send: <ul style="list-style-type: none"> • Dividend vouchers for dividends declared in your favour showing the company's and your details, with your net dividend amount and tax credit, and • Personal bank statement(s) showing that those dividends were paid into your bank account 	
	3. Evidence that your business is actively trading - at least two of the following:	
	Copies of invoices for services provided	
	Contracts to provide services	
	Receipts for purchase of tools or business equipment	
	Testimonials or references from clients, with their contact details (we will verify these documents)	
	Examples of business advertising (such as flyers, online advertising, listing in Yellow Pages, listing in trade magazines or on trade websites)	
	Any other relevant evidence (please state):	
	4. Additional evidence if you're a partner in a business partnership	
	Proof that the partnership is registered with Companies House (certificate of incorporation – certified copy is acceptable)	
	If you're the 'nominated partner' in the business, a copy or printout of your partnership tax return (SA800) and confirmation that it has been received by HMRC (e.g. written notification or printout of online confirmation)	
	5. Additional evidence if you're a partner in, or director of, a limited company	
	Proof that the company is registered with Companies House (e.g. certificate of incorporation – certified copy is acceptable)	
	Proof that the company is registered with HMRC as an employer for PAYE and national insurance purposes	

	Most recent company tax return (CT600) (copy or printout) and evidence of receipt by HMRC (letter or online acknowledgement)	
	Current appointment report from Companies House (if you're a company director)	
	If the company has been trading for one year or more, a copy of your company annual return (AR01), or a printout of your return if you sent it electronically, together with proof that it has been received by Companies House (letter or printout of online acknowledgment)	
6. Additional evidence if you run a franchise		
	Franchise agreement signed by both or all parties	
7. Evidence of qualifications or professional registration if required for your trade		
<p>For some businesses, you must be qualified, licensed, or registered with a professional or statutory scheme to be trading legally. Some examples are given below. See the separate guidance notes for further examples.</p> <p>Certified copies are acceptable</p>		
	Full valid driving licence if you're required to drive as part of your business	
	Security Industry Authority (SIA) licence if you're a security guard or doorman ('bouncer')	
	Your Gas Safe registration card or reference number if you're a gas fitter	
	Certificate issued by Environmental Health if you run a restaurant, café, takeaway or other food or catering business	
	Your General Medical Council (GMC) reference number if you're a doctor	
	Other (please state):	
8. Miscellaneous evidence (optional)		
	Articles of association (limited company only)	
	Deed of partnership/partnership agreement (partnership only)	
	Proof of ownership of business premises, or lease/contract for use of premises	
	Evidence of shareholding	
	Proof of employer's liability insurance, indemnity insurance, or public liability insurance	
	Business plan (e.g. if your business is new)	
	Evidence of relevant professional qualifications or accreditation (other than mandatory qualifications or accreditation)	
Subsection B: temporary incapacity (if relevant)		
	A letter from a registered medical practitioner (general practitioner or consultant) confirming the nature of the illness or accident and how long your incapacity is likely to last	
	Evidence of any sickness or disability related benefits (see section 9 below)	

Section 6 – Self-sufficient		How many?
Proof of your financial resources		
<input type="checkbox"/>	Itemised bank statements covering at least the last three months	
<input type="checkbox"/>	Building society pass book	
<input type="checkbox"/>	Evidence of receipt of a pension	
<input type="checkbox"/>	Evidence of income from rental property	
<input type="checkbox"/>	Wage slips from lawful employment	
<input type="checkbox"/>	Evidence of income from lawful self-employment	
<input type="checkbox"/>	If a relative, friend or other person is financially supporting you, a signed and dated letter from that person confirming that they are supporting you and for how long. You must also submit evidence of their finances as above.	
<input type="checkbox"/>	Any other relevant evidence of the financial resources available to you (please list):	
Proof of comprehensive sickness insurance		
<input type="checkbox"/>	If you have private medical insurance, a schedule or other document from the insurance provider outlining the level of cover. This must cover you (and your family, if applicable) for the majority of risks while you're in the UK	
<input type="checkbox"/>	Valid European Health Insurance Card (EHIC) issued by an EEA Member State (other than the UK), together with a statement confirming that you do not intend to live permanently in the UK	
<input type="checkbox"/>	Form S1	
<input type="checkbox"/>	Form S2	
<input type="checkbox"/>	Form S3	

Section 7 – Student		How many?
Proof of enrolment on a course of study		
<input type="checkbox"/>	A letter from your school, college, university or other educational/training establishment confirming your enrolment on a course. The letter must be signed and dated by an official of the establishment, be on their letter-headed paper, and confirm the details of your course as stated in section 7.	
<input type="checkbox"/>	If you're doing a work placement as part of a vocational course, also include a letter from your work placement provider giving details of the placement.	
Proof of your financial resources		
<input type="checkbox"/>	Bank statements	
<input type="checkbox"/>	Wage slips from lawful employment	
<input type="checkbox"/>	Evidence of a grant, scholarship or bursary	

<input type="checkbox"/>	A declaration, signed and dated by you, confirming that you have sufficient financial resources for you (and your family members living in the UK, if applicable) not to become a burden on the UK's social assistance system during your period of stay in the UK as a student. This should be witnessed and counter-signed by a Commissioner for Oaths, public notary, or magistrate.	
<input type="checkbox"/>	Any other evidence of your financial resources – see guidance for section 6 above on what evidence you can submit and list the evidence below:	

Proof of comprehensive sickness insurance

<input type="checkbox"/>	If you have private medical insurance, a schedule or other document from the insurance provider outlining the level of cover. This must cover you for the majority of risks while you're in the UK	
<input type="checkbox"/>	Valid European Health Insurance Card (EHIC) issued by an EEA Member State (other than the UK), together with a statement confirming that you do not intend to live permanently in the UK	
<input type="checkbox"/>	Form S1	
<input type="checkbox"/>	Form S2	
<input type="checkbox"/>	Form S3	

Section 8 – Jobseeker (looking for work)

How many?

Proof of your previous status

<input type="checkbox"/>	If you completed subsection B of section 8, evidence of your status before you started looking for work. See the guidance for sections 4-7 above and list the evidence you're submitting below:	
--------------------------	---	--

Evidence that you're looking for work and have a genuine chance of finding it

<input type="checkbox"/>	Proof of registration with a recruitment agency	
<input type="checkbox"/>	Evidence of registration as a jobseeker with Jobcentre Plus, the Jobs and Benefits Office or Social Security Office (such as a letter from the relevant office and/or proof of receipt of relevant benefits)	
<input type="checkbox"/>	Copies of recent job applications	
<input type="checkbox"/>	Rejection letters from employers	
<input type="checkbox"/>	Invitations to job interviews	
<input type="checkbox"/>	Evidence of relevant professional, vocational or academic qualifications, or relevant work experience. Please list them below (if relevant):	

<input type="checkbox"/>	Evidence of any training you're doing or have done to improve your chances of finding work	
<input type="checkbox"/>	Other relevant evidence – please list below:	

Section 9 – Public funds / state benefits		How many?
<input type="checkbox"/>	Your bank statements showing receipt of the relevant benefit(s)	
<input type="checkbox"/>	Letter(s) from Jobcentre Plus, Department for Work and Pensions, Her Majesty's Revenue and Customs, or your local authority, confirming receipt of the relevant benefit(s)	

Other relevant evidence not listed above		How many?
<input type="checkbox"/>	If you wish to submit any other documents with your application which you feel support your claim to be a qualified person, please list them below:	

Now go to section 12 (declaration)

Section 12 - Declaration

Please read the declaration below and sign it. It should be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign it.

I hereby apply for a registration certificate. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of me, as named on the back of each photograph, and that I have had the opportunity to see the Home Office photograph guidance.

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

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions, and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application or on whether I have a right of residence in the UK.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

I understand that documents provided in support of this application will be checked for authenticity, and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the UK.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence to make a statement or representation which I know to be false or do not believe to be true, or to obtain, or seek to obtain a registration certificate by means which include deception.

I understand that if I am informing the Home Office that I have changed my gender, these details may in certain circumstances be shared with other Home Office colleagues. I consent to this, where necessary, and understand that this information will only be shared in limited circumstances relating to identity and security in line with section 22 of the Gender Recognition Act. I am aware they will otherwise be treated in confidence and that my rights under the Equality Act 2010, Data Protection Act 1998 and Article 8 of the European Convention on Human Rights will be unaffected.

Applicant's signature or Parent/legal guardian signature if applicant is under 18

Date		Month		Year			
D	D	M	M	Y	Y	Y	Y

Identity document checklist

Please complete the table below to help us check that we have received your identity documents and to keep a record of them while they are with us.

Documents	How many?
Passports	
National identity cards	
Biometric residence permits (BRPs)	
Birth certificates	
Marriage/civil partnership certificates	
Driving licence (paper or photo)	
Deed poll	

Please make sure you send your application to the correct address as shown on the front of this form. Sending it to any other address will delay your application.