European Nationals (and their family members) in the UK – How to Apply

Please read this guide in conjunction with the guidance note "European Nationals in the UK" and annexed glossary. This guide provides a summary of the current application requirements (as at 1 May 2017). If you wish to apply for an immigration document it is crucial that you research the applicable requirements and ensure you fully comply. Legal advice should be obtained as necessary.

REGISTRATION CERTIFICATES / RESIDENCE CARDS (FROM 3 MONTHS +)

1. The application process for Registration Certificates and Residence Cards is very similar.

2. An EEA national may apply for a Registration Certificate if they themselves are not a Qualified Person ("QP") but they are a Direct Family Member, Durable Partner or Extended Family Member of a QP, or have retained the right of residence as a family member.

3. Applications can be submitted by post to:
   Home Office – EEA applications
   PO Box 590
   Durham
   DH99 1AD

4. There is also an online application service for Registration Certificates sought by EEA QPs only, available at https://www.gov.uk/eea-registration-certificate/apply.

5. The type of form used to apply for Registration Certificates and Residence Cards varies depending on who is applying. For example:
   5.1 Form EEA (QP) – Qualifying Persons
   5.2 Form EEA (FM) - Residence Card applications by Direct Family Members including Retained Rights of Residence;
   5.3 Form EEA (EFM) - Residence Card applications by Extended Family Members; or
   5.4 Form DRF1 - applications for Derivative Residence Cards.

6. From 1 February 2017, you are required to use the prescribed form. The application fee is £65.

7. If you are applying for a Residence Card, you will receive either:
   7.1 a short Certificate of Application ("CoA") which confirms that your application has been received but not that you have the right to work in the UK; or
   7.2 a long CoA, which confirms receipt of your application and the fact that you have the right to work in the UK.

8. Short CoAs are issued as standard to Extended Family Members, whilst Direct Family Members will typically be issued with long CoAs if they provide certain documents with their initial application.
What documents are required in order to apply?

9. The supporting documents required will depend on the applicant's situation. All applicants must provide 2 passport photos as well as proof of their identity and nationality. This should be a valid passport or a national identity card.

10. Depending on an applicant's situation, they may have to provide documents from the following list:

10.1 Proof of employment such as an employer's declaration or letter, and wage slips or bank statements showing the payment of wages;

10.2 Proof of self-employment such as tax self-assessment forms, invoices for work done, business accounts etc;

10.3 Proof of temporary incapacity such as a letter from a doctor or evidence of sickness related benefits;

10.4 Proof of vocational training such as a letter from the training provider;

10.5 Proof of self-sufficiency such as bank statements or evidence of receipt of pension;

10.6 Proof of study such as a letter from the school or university or evidence of receipt of a scholarship or bursary;

10.7 Proof of comprehensive sickness insurance where the QP is a student or self-sufficient person (this can be a European Health Insurance Card not issued by the UK plus a statement of intent that the individual does not intend to remain in the UK permanently);

10.8 Proof of search for work e.g. proof of job-seeking benefits, letters of invitation to interviews, rejection letters etc; and/or

10.9 Proof of receipt of benefits/public funds e.g. letters from DWP, HMRC or local authority giving details of benefits or tax credits received.

11. The documents which a family member will need to provide when applying are:

11.1 a valid EEA identity (ID) card or EEA passport for the EEA national to whom the applicant is related;

11.2 evidence of relationship to their EEA national (for example, marriage or birth certificates) and either:

11.3 evidence the EEA national has exercised free movement rights in the UK as a jobseeker, worker, self-employed person, self-sufficient person or QP; or

11.4 evidence the EEA national has Permanent Residence in the UK (see below).

12. Residence Card applicants must also provide their biometric data (fingerprints and DNA profile). This can be done at Post Offices throughout the UK and costs £19.20.

13. All applications should include a pre-paid special delivery envelope for the return of the documents and a note of the special delivery number which should be kept so that the package can be traced on its return.
PERMANENT RESIDENCE (*FROM 5 YEARS*)

1. Applications to confirm Permanent Residence should be submitted on form EEA (PR) for both EEA nationals and TCN family members. The application fee is £65.

2. The application should be sent to:

   Home Office  
   EEA Applications  
   PO Box 590  
   Durham  
   DH 99 1AD

3. Alternatively, the online application (referenced at 4 above) can be used by EEA nationals as an alternative to the paper form EEA (PR). Information on this can be found at [https://www.gov.uk/eea-registration-certificate/permanent-residence](https://www.gov.uk/eea-registration-certificate/permanent-residence).

4. Applicants must provide:

   4.1 2 passport sized photos of themselves with their name written on the back;

   4.2 2 passport photos per family member applying with them, with the family member’s name written on the back;

   4.3 1 passport sized photo of any sponsor with their name written on the back;

   4.4 their valid passport, travel document or (if they are an EEA national) national identity card;

   4.5 valid passport, travel document or EEA national identity card for each family member included in the application (if applicable);

   4.6 valid passport or national identity card for any sponsor;

   4.7 biometric information (TCN family members only – this is not required for EEA nationals). This can be provided at certain Post Offices throughout the UK and costs £19.20 per applicant; and

   4.8 evidence that the applicant has resided continuously in the UK for 5 years or more (whilst exercising treaty rights, which can include evidence such as that required for an EEA Registration Certificate / Residence Card – see above) with no absences of more than 6 months in any one year.

CITIZENSHIP (*FROM 3 OR 6 YEARS*)

1. To apply for citizenship, applicants may make an individual application using Form AN, use the Nationality Checking Services ("NCS") or use an agent or representative. More information about the NCS is at [www.gov.uk/government/collections/nationality-checking-service](http://www.gov.uk/government/collections/nationality-checking-service).

2. To apply by naturalisation (6 years) or by the marriage/civil partnership route (3 years) it costs £1,236.

3. Applicants must also provide their biometric data. This will only be held until after the citizenship ceremony and can be provided at various Post Offices in the UK. It costs £19.20.
4. Applicants should attach their passport photo of with their name and date of birth written on the back.

5. The application needs to be endorsed by two referees. One ought to be a person of any nationality who has professional standing. The second ought to be a holder of a British passport. The must also be a person of professional standing or a person over the age of 25. The referees may not be related to the applicant, or to one another. They must not be representing the applicant in a legal capacity or be employed by the Home Office. They must not have been convicted of a criminal offence in the last 10 years (with exceptions). They must have known the applicant personally for at least 3 years and be willing to give details of their knowledge of them. They should confirm that the photo attached to the application is a true likeness of the applicant and advise the Home Office if there is any reason why they should not be naturalised.

6. If applicants are in the UK, they should send their application to:

   UKVI
   Department 1
   The Capital
   New Hall Place
   Liverpool L3 9PP

Supporting documents

7. There are a number of supporting documents required for each section of the application form:

8. **Evidence of identity.** This can be an applicant's passport, National identity card, Home Office travel document, Home Office entitlement card, Home Office ARC letter, Home Office Biometric Residence Permit, birth certificate or driving licence.

9. **Evidence of knowledge of Language and of Life in the UK.** This can be:

   9.1 a letter confirming success in the Life in the UK test, stamped and signed by the Test Supervisor; and either

   9.1.1 a certificate showing that the applicant has a speaking and listening qualification in English at B1 CEFR or higher, or an equivalent level qualification; or

   9.1.2 a certificate showing that the applicant has obtained an academic qualification deemed by UK NARIC to meet the recognised standard of a Bachelor’s or Master’s degree or PhD in the United Kingdom and (i) UK NARIC has confirmed that the qualification was taught or researched in English or (ii) the qualification was taught or researched in the UK or a majority English speaking country (other than Canada); or

   9.2 If the applicant is awaiting graduation or no longer has their certificate and cannot get a new one they must send either:

   9.2.1 an original academic reference from the institution awarding the academic qualification that is on official letter headed paper and shows their name and the title of the award. The letter should also explain when the academic qualification was, or will be awarded; and state either the date that the certificate will be issued (if the applicant has not yet graduated) or confirms that the institution is unable to reissue the original certificate of award; or

   9.2.2 an original academic transcript that is on official letter headed paper and shows the applicant's name, the name of the academic institution, the course title and provides confirmation of the award; or
9.2.3 their passport showing that they are a national of a majority English speaking country; or

9.2.4 a letter from a medical practitioner to show that they should be exempt on the grounds of poor physical and/or mental health.

10. **Evidence of lawful residence.** Applicants must be able to show evidence of lawful residence during the 3 or 5 years before the date of the application. They should be able to show their passports or letters from employers, educational establishments or other Government Departments indicating presence in UK.

10.1 The applicant should not have been absent for more than 90 days in the 12 months preceding the date of the application. If married to, or in a civil partnership with, a British citizen, the total number of days absence for the whole 3 year period should not exceed 270. Otherwise, the applicant should not have been outside the UK for more than 450 days in the 5 year qualifying period.

11. **Evidence of settlement / freedom from immigration time restrictions.** EEA Applicants (or their non-EEA Direct Family Members) must be able to provide evidence of settlement. This should include:

11.1 their valid passport or valid EEA national identity card as evidence of their nationality; and

11.2 a permanent Residence Card / document certifying permanent residence issued by UKVI.

12. **Asylum seekers.** If an applicant came to the UK as an asylum seeker they should have evidence of appeal applications or evidence of being freely landed.

13. **Applications on basis of marriage or civil partnership.** If an applicant is applying on the basis of a marriage or civil partnership with a British citizen they should provide:

13.1 Their spouse’s or civil partner’s current passport or naturalisation/Registration Certificate showing that he/she is a British citizen. If they are making their application by post they can send a complete and full copy of their spouse’s or civil partner’s current passport. Every page of the passport must be copied including any blank pages; and

13.2 The marriage certificate or civil partnership certificate.

14. If they are applying on the basis of marriage to or civil partnership with a British citizen in Crown or designated service, they must provide evidence of Crown service.

15. If the applicant is making a joint application with their spouse they should provide a marriage or civil partnership certificate.

16. If the applicant is self employed they need to provide their most recent HM Revenue & Customs Self Assessment Statement of Account.

17. If the naturalisation application is successful the applicant will be invited to a citizenship ceremony. Here they will take an oath or affirmation of allegiance and they will pledge loyalty to the UK. Applicants should attend this ceremony within 3 months of the notification of their application decision. If they fail to do this they will have to re-apply for naturalisation and pay the fees again.

18. Applicants do not have a statutory right of appeal against a refusal. However, they may apply for their application to be reconsidered using Form NR. There is a fee for this of £272.