Guide to completing the BRP RC (Replacement Card) online form

We have dealt with the most common questions that students ask us in this guide. However, please email immigration@sussex.ac.uk if anything is unclear or you have additional questions.

In the online application from you will be able to report your BRP lost/stolen and apply for a BRP RC (replacement card).

You will at the end of the application form be provided with the option to choose one of two service:

- Standard service – takes between 8-10 weeks from the when you submit your biometrics (fingerprints) and costs £75.20
- Super priority service – you will receive a decision on the next working day, and you BRP RC within 10 working days, this service costs £875.20

*If you have imminent travel planned please seek advice from an International Student Adviser before completing the form.*

Read through each question very carefully and answer accordingly, the application form will take some time. You can use this guide to help you through each stage and question of the application form.

Please follow the link below to register with the GOV.UK to report and replace your BRP:

https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service
Update, replace or transfer - biometric residence permit

You can use this form to get a biometric residence permit (BRP) if you are in the UK and if:

- your BRP or other immigration document is lost, stolen, damaged
- your BRP or other immigration document has expired after you have received indefinite leave to remain
- your UK visa is in a passport that is lost, stolen, damaged, or expired
- you have changed your name, nationality, facial appearance, date of birth, or gender
- you want to transfer or upgrade your old immigration document to a BRP

You may also wish to replace your BRP if it is valid for less than 3 months and you require evidence of your identity or right to study or work in the UK.

You will need to complete a new application for each dependant applying for a biometric residence permit.

If your BRP was lost, stolen or damaged outside the UK

You cannot apply for a replacement BRP outside the UK.

You will need a 'replacement BRP visa' which lets you re-enter the UK once only - you must apply online in most countries.

You must apply for a replacement BRP within 1 month of your return to the UK.

Read our guidance to learn more about who can use this form, what documents you need to provide and what fees you may need to pay.

How to apply

To apply for a replacement BRP you need to:

- fill in the application form
- provide supporting documents
- pay the application fee
- provide your biometrics (fingerprints and facial photograph)

You will be able to save your application and come back to it another time if you need to.

How we use your data

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Border, Immigration and Citizenship system. This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Apply now
This form can only be used if you are applying within the UK. If you are applying from overseas you should use the Visa4UK service:

https://www.gov.uk/apply-uk-visa

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Is an Immigration solicitor helping you complete the application? Only select yes if you are being assisted by an Immigration solicitor/lawyer.

If you have requested advise from the Immigration team at the University then select no.
Register an email

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

Save and continue

Show and edit answers
You should add your details.

If applying for a BRP RC for a dependent too, you will need to complete a separate application form.

If you have been known by a different name than the name you use now please select yes and provide that name.
This must be your UK address.

If you wish to have your documents posted to the International Student Support office you may do so by selecting ‘I want to receive mail at a different address’. The office address is:

International Student Support
University of Sussex
Bramber House
Falmer, Brighton
BN1 9QU

Tel: 01273 678422
Your gender and relationship status

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

What is your gender, as shown in your passport or travel document?

- [ ] Male
- [ ] Female
- [ ] Unspecified

What is your relationship status?

[Dropdown]

Save and continue

Return to this application later

Show and edit answers
Your nationality, date and country of birth

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

You must enter all the nationalities you hold.

Country of nationality

+ Add another nationality?

Date of birth
Enter date in the format DD MM YYYY

Day Month Year

Country of birth

Place of birth

Save and continue

Return to this application later

Show and edit answers
You will need your passport to complete the information on the next page.

Do you have your passport, or a copy of the information on the photo page?

- Yes
- No

You will need your passport to complete the information on the next page.

Return to this application later

Show and edit answers
Your passport

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

⚠️ You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Issuing authority
On your passport or travel document this could also be referred to as 'country of issue' or 'place of issue'.

Issue date
Enter date in the format DD MM YYYY

Day  Month  Year

Expiry date
Enter date in the format DD MM YYYY

Day  Month  Year

Save and continue

Return to this application later
You will only have a National Insurance number if you have **worked** in the UK.

You should answer the questions on criminal convictions etc honestly and give details of any criminal convictions. Page 9 (Good character) of the **Naturalisation as a British Citizen – a guide for applications: guide AN** gives an overview of the type of convictions you should include. This guidance is aimed at those applying for British nationality, but the information about criminal convictions is relevant to those applying for a visa.
War crimes

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

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

War Crimes are 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
- 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, ethnic, racial or religious group

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 legislation.gov.uk. It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers
Terrorist activities

Service Update
We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

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

Terrorist activities are 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
- 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

Yes  No

Save and continue

Return to this application later

Show and edit answers

Terrorist organisations

Service Update
We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Have you ever been a member of, or given support to, an organisation which has been concerned in 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)
- is otherwise concerned in terrorism

Yes  No

Save and continue

Return to this application later

Show and edit answers
Indefinite leave to remain means you have been given the right to live in the UK permanently.

If you have a Tier 4 visa then you have **not** been given the right to remain in the UK permanently.
Please contact immigration@sussex.ac.uk and we can provide you with a scanned copy of your BRP. The scan of your BRP will confirm how your visa was granted.

Please see the image below to answer the questions here.
Refugee or humanitarian protection

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Are you recognised as a refugee in the UK or have you been granted humanitarian protection by the UK?

☐ Yes  ☐ No

Save and continue

Return to this application later

Dependant of a refugee or someone with Humanitarian Protection

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Are you dependent on someone who is recognised as a refugee in the UK or who has been granted humanitarian protection by the UK?

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers
How long have you lived in the UK? For example if you arrived in the on the 1/08/2018 and today is the 30/04/2019, the answer is 0 years, 8 months.

How long have you lived in the UK?
Year(s)  Month(s)

Save and continue

Absences from the UK

Have you spent more than 6 continuous months outside the UK since being given leave to enter or remain?

- Yes
- No

Save and continue

Return to this application later
Home Office travel document

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Have you ever held a Home Office travel document?

A Home Office travel document allows you to travel outside the UK if you are not British and cannot use or get a passport from your country

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers

Change of personal details

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Have any of your personal details changed since receiving your most recent biometric residence permit or immigration document?

This includes changes to your name, nationality, facial appearance, date of birth, or gender.

☐ Yes  ☐ No

Save and continue

Return to this application later

Show and edit answers
Your Home Office reference number

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Do you have any Home Office reference numbers?

If you have previously made an application to remain in the UK, you can find a reference number on letters from the Home Office, called ‘Our Ref’ or ‘Case ID’. If not known, select ‘No’.

☐ Yes ☐ No

Save and continue
Your biometric residence permit (BRP)

Are you able to provide a biometric residence permit (BRP) card with this application?
This is a card with your name, date of birth, nationality and picture. It describes your entitlement to be in the UK. You might not have a BRP card. Select 'No, I do not have a BRP for my most recent leave' if you do not have this card.

☐ Yes

☒ No, my BRP is lost or stolen

Enter your BRP number, if you know it
This is the number in the top right corner of your BRP card

☐ No, I have already sent my BRP to the Home Office

☐ No, I do not have a BRP for my most recent leave

Contact immigration@sussex.ac.uk. We can provide you with a scanned copy of your BRP which will include your BRP number.
Lost or stolen document

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

When was your document lost or stolen?
Enter date in the format DD MM YYYY

Day   Month   Year

How was your document lost or stolen?

Maximum of 500 characters

Where was your document lost or stolen?

Maximum of 500 characters

Please provide as much information as you can.

Save and continue

Return to this application later

Show and edit answers
You must report your BRP as lost to the Home Office. If you do not report the loss or theft to the Home Office then your permission to stay may be curtailed or subject to a fine of £1000. You can report it online here: https://www.biometric-residence-permit.service.gov.uk/lost-stolen/where
You must report your BRP as lost to the Police and obtain a crime reference number if possible.

If you lose your BRP in London you can’t report to the Police and instead contact immigration@sussex.ac.uk where we can provide you with a letter explaining this.
On this page you can review your answers before continuing to the next section.

Verification consent

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

Declaration of consent for the Home Office to request verification checks

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

☐ I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

You must check this box, and provide Consent Form 1

Return to this application later
Consent for the Home Office to request verification checks for joint accounts or third party support

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Is the account with a bank or utility company for which you have supplied information and supporting documentation held jointly by you and other people?

- [ ] Yes
- [ ] No

Does the account with the bank or utility company for which you have supplied information and supporting documentation relate to another person who is to provide you financial support?

- [ ] Yes
- [ ] No

You need to verify that you give consent for the Home Office to check information you supplied on your form with third parties. For example if you used a bank statement to confirm your address, the Home Office may like to verify this information with your Bank.

If you are using a joint account or joint utility bill the other named person/s on that bill will need to sign page 2 of the declaration to confirm their consent for checking this information.

Failure to print, sign and send the declaration form along with the other required documents may result in a delay or refusal of your application.
This page advises you which documents you should submit with your application.

Documents

Service Update
We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Mandatory documents
These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

- Proof of address
  You must include proof of your identity in the form of documents confirming your name and address, such as:
  - your UK driving licence
  - a council tax statement
  - a utility bill
  - a bank statement
  - a letter from a GP containing your full name and address

Other documents
If you do not provide these documents, your application may be delayed or refused.

- Consent form for the Home Office to undertake checks on

Providing your documents
You must provide your documents after you submit your application, these can be originals or copies. Any passports provided must be originals.

You will be able to upload copies of your documents on our commercial partner’s website, or you can take your documents to your biometrics appointment to be scanned and uploaded by our commercial partner for a fee.

Your application may be rejected if you do not provide all mandatory documents. If your application is rejected due to documents not being provided, it will not be considered and an administration fee for each person included in the application will be deducted from your refund.

Save and continue

Return to this application later

Show and edit answers
Check your answers

Check the information below before you continue to the next section.

Consent

I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

Is the account with a bank or utility company for which you have supplied information and supporting documentation held jointly by you and other people?

Does the account with the bank or utility company for which you have supplied information and supporting documentation relate to another person who is to provide you financial support?

Documents

Mandatory documents

- Proof of address

Other documents

- Consent form for the Home Office to undertake checks on


Declaration

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

Also, the application will be processed according to the privacy policy and terms and conditions.

If false information is given, the application will be refused and the applicant may be banned from the UK and prosecuted.

I confirm that:

- [ ] I am the applicant
- [ ] I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

I accept the above

Return to this application later
Choose a service

Service Update

We are experiencing technical difficulties with the Safari web browser. If this affects you, we recommend you use a different browser. None of your information will be lost and your application will not be affected.

Select a service from the options below. You will not be able to change this after you have submitted your application.

- **Standard service**: pay 75.20 GBP, most people get a decision within 8 weeks after attending their biometrics appointment

- **Super priority service**: pay 875.20 GBP, most people get a decision on the next working day after attending their biometrics appointment

The amount you pay for each service option includes the 19.20 GBP biometrics enrolment fee for each applicable person on this application.

UK Visas and Immigration will contact you if it will take longer to process your application.

- [Save and continue](#)
- [Cancel](#)

Return to this application later
On completion of payment you will be directed to the Sopra Steria website to select your appointment for the standard service or the super priority service. You will need to access your Replacement BRP application after you complete your appointment booking to download your document checklist and consent forms.