



Please enclose four **unseparated** passport sized photographs of yourself and any dependants included on your application.

Application for an extension of stay in the United Kingdom or settlement in accordance with the Home Office policies on Humanitarian Protection or Discretionary Leave by a person who, following refusal of asylum, was granted one of the following:

- Less than four years Exceptional Leave
- Humanitarian Protection
- Discretionary Leave

This form is only valid for applications made on or after 2 April 2007

Please read the Guidance Notes at the end of this form before completing it.

Section 1 ~ Applicant's Personal Details

| | | |
|---|---|----------------------------|
| 1.1 Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____ | | |
| 1.2 Full name | | 1.3 Family name |
| 1.4 Nationality | 1.5 Date of birth (e.g. 01/Jan/1999) | 1.6 Passport Number |
| 1.7 Name at birth if different, and any other names by which you have been known | | |
| 1.8 Full address where you live in the UK (Please let us know if this changes) Postcode: <input type="text"/> | | |
| 1.9 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 1.8 . (For example if a representative or immigration advisor is helping you. Please let us know of any change of address or representative) Postcode: <input type="text"/> | | |
| 1.10 Your daytime telephone number | 1.11 Your Home Office reference number and/or Port Reference number (normally a letter followed by several numbers e.g. A999999) | |

Section 2 ~ Your History And Circumstances Since Last Being Granted Limited Leave to Enter or Remain

2.1 When does your limited leave to enter or remain expire? *Please do not submit your application earlier than 28 days before the expiry date of your current leave. See the Guidance Notes (Note 1)*

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2.2 Have you travelled to the country or countries from which you sought protection (either asylum or on human rights grounds) since you made your asylum and/or human rights claim? Yes No

*If you have answered **yes** to question 2.2, you must list the dates of travel in the box below and explain the reasons why you travelled to that country in each case,*

| Dates of Travel | Reason(s) for travelling |
|-----------------|--------------------------|
| | |

2.3 Have you spent any period outside the UK of 3 months or more since you were granted limited leave to enter or remain following refusal of your asylum and/or human rights claim? Yes No

*If you have answered **yes** to question 2.3, you must list these absences in the box below and explain the reasons for them. You do not need to list again any absences you have mentioned in response to question 2.2.*

| Dates of Absence | Reasons for absence(s) |
|------------------|------------------------|
| | |

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| | |
|--|--|

2.4 Do you have a continued fear of returning to the country or countries from which you sought protection? Yes No

Your application will be considered in accordance with the published Home Office Asylum Policy Instructions on Humanitarian Protection and Discretionary Leave (which replaced Exceptional Leave to Remain on 1 April 2003). The Asylum Policy Instructions may be viewed on the Home Office website www.ukba.homeoffice.gov.uk. We will make a decision about whether or not you qualify for further leave to remain in the United Kingdom on the basis of the information about your circumstances that you have already provided and any new information which you submit with this application form.

There is no need to send us any information which you told us when you made your asylum and/or human rights claim, or during any subsequent appeals, or in connection with any other application for further leave to remain in the UK which you may have made.

You should, however, tell us about anything new which you wish to be considered in connection with this application. Please use the space below to do this. If you need more space please continue on another sheet and send it with your application.

You should tell us immediately if there is any material change in your circumstances or if any new information relevant to this application becomes available. *See the Guidance Notes (Note 11).*

If you wish to send us any documents, you should send us the original version together with a description of what it is and an English translation if it is not in English.

You may be invited to attend an interview to discuss your application for further leave. An interpreter will be provided if required.

2.5 Will you require an interpreter if invited to attend an interview? Yes No

If you answered yes to 2.5, please indicate which language interpreter you will need

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Insert any new reasons for remaining in the UK here.

Please tick this box if you are sending any extra sheets with this form.....

Section 3 ~ Details Of Your Family

3.1 Do you have a partner and/or children living with you in the UK? Yes No

If you have answered yes to question 3.1, please give their details below. Please make sure that you have completed the final column to show whether you are applying for further leave for any members of your family. If you need more space please continue on another sheet and send it with your application.

| Name | Date of Birth <i>(e.g.01/Jan/1999)</i> | Relationship | Nationality | Home Office Reference number <i>(if different to the main applicant)</i> | Is further leave requested? <i>(state yes or no)</i> |
|------|---|--------------|-------------|--|---|
| | | | | | |

Section 4 ~ Personal History

This section must be completed by all applicants and must include information relating to any dependants included in this application. All questions in this section must be answered. Information given may be checked with other agencies.

4.1 Do you or any of your dependants included in this application have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

*If you have answered yes to question 4.1 above please give details below for each sentence starting with the most recent one – but first see **Note 1** below. If you or any dependants included in this application have received more than two sentences you should continue on another sheet. If you answered yes to question 4.1, please go to question 4.2.*

Note 1 – Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about that Act is given towards the end of this section.

First Sentence

Name of person sentenced _____

Nature of offence _____

Date sentenced _____

Sentence given _____

Country where sentenced _____

Second Sentence

Name of person sentenced _____

Nature of offence _____

Date sentenced _____

Sentence given _____

Country where sentenced _____

4.2 Have you or any dependants included in this application ever been charged or indicted inside or outside the United Kingdom with a criminal offence for which you or any dependants included in this application have not yet been tried in court? Yes No

4.3 Have you or any dependants included in this application ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? Yes No

For help in answering this question, please read the information on the next page.

4.4 To your knowledge, have you or any dependants included in this application ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? Yes No

For help in answering this question, please read the information on the next page.

4.5 Have you or any dependants included in this application ever been involved in acts of committing, preparing, financing or instigating terrorism or acts of encouraging or inducing others to commit, prepare or instigate terrorism, or the attempt of any such acts, either within or outside the UK? Or have you or any dependants included in this application ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

4.6 Have you or any dependants included in this application engaged in any other activities which might be relevant to the question of whether you or any dependants included in this application are persons of good character? Yes No

*If you have answered **yes** to question **4.2, 4.3, 4.4, 4.5** or **4.6** above please give further details in the space provided below. If you need more space, continue on a separate sheet.*

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

Definitions

For the purposes of answering questions **4.3** and **4.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions on behalf of yourself and any dependants included in this application you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk. Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in this application.

Genocide

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

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.

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.

You must answer all the questions in this section on behalf of yourself and any dependants included in this application. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true.

Section 5 ~ Documentary Evidence

- The documents and photographs needed in support of your application are listed below.
- Please tick the boxes next to the relevant items to show what documents and photographs you are sending.
- It is advisable to retain photocopies of any original documents that you submit with this application

Please see the box below for advice on what to do if you cannot provide any of the required documents

- Four **unseparated** passport sized photographs of yourself. On the reverse clearly print your name, date of birth and Home Office or Port reference number.
- Four **unseparated** passport sized photographs of each of your dependants who are requesting further leave. On the reverse of each, clearly print the name, date of birth and Home Office or Port reference number of the person who appears in the photograph (*see section 3.1*).
- Evidence of your identity or confirmation of your current immigration status. Please provide one of the following:
- i. Current national passport*
- ii. Travel document*
- iii. Home Office status letter (ICD.0716, GEN 19, ICD.0358, RON 58)
- iv. Immigration status document (ACD.2155 or ACD.2158)
- * Applicants are required to produce their current national passport or Travel Document if they have one, so that it can be endorsed with further leave.
- Evidence of the identity or confirmation of the current immigration status of each of your dependants requesting further leave. Evidence can be any one of the above.

If you cannot provide any photographs or all the documents that we have asked for, please still complete and submit this application form, but use this space to explain why some of the items cannot be sent in. You should also tell us when you will provide them. **We will not be able to complete your application until you have provided everything that we have asked for.**

You must now complete Section 6

Section 6 ~ Declaration

You must now read the declaration below and sign it. It must be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under the age of 18, your parent or legal guardian may complete the application form and sign the declaration on your behalf.

I hereby apply for an extension of my leave to enter or remain in the United Kingdom and of that of any dependants listed in this form. The information I have given is complete and is true to the best of my knowledge. I also declare that the photograph(s) submitted with this form is/are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

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 given by me will be treated in confidence but may be disclosed to other government departments, agencies, local authorities and other bodies to enable them to carry out their functions. If my application is unsuccessful and I am to be removed from the United Kingdom, I understand that it may be necessary for the Home Office to provide information about my identity to the authorities in my own country in order to obtain travel documentation.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.

Signed: _____ **Date:** _____

YOUR PERSONAL CHECKLIST FOR FORM HPDL

Please make the following checks before submitting your application. They should help to ensure that it is complete.

- Are you sure that form HPDL is the right form for your application? See Note 1 of the Guidance Notes.
- Do you have no more than 28 days until your current leave expires? See Note 1 of the Guidance Notes.
- Have you completed all sections of the form correctly as specified? See Note 4 of the Guidance Notes.
- If you have used additional sheets of paper have you attached them?
- Have you sent us the following documents specified in Section 5?
 - i. Current national passport
 - ii. Travel document
 - iii. Home Office status letter (ICD.0716, GEN 19, ICD.0358, RON 58)
 - iv. Immigration status document (ACD.2155 or ACD.2158)
- Have you retained photocopies of all the original documents you will send with this application?
- If you are unable at present to send us any of the documents or photographs specified in Section 5, have you given an explanation and said when you will be able to send them?
- Have you signed and dated the declaration in Section 6 of the form?

Finally, please make sure that the application is addressed appropriately as in Note 6 of the Guidance Notes.

FORM HPDL: GUIDANCE NOTES AND OTHER RELEVANT INFORMATION

These notes and other information are intended to help you make an application for an extension of leave to remain or settlement in the United Kingdom (UK) on Form HPDL

1. For which applications must you use form HPDL?

This form is for anyone who, following refusal of asylum, was granted:

- *Less than* four years Exceptional Leave; or
- Humanitarian Protection; or
- Discretionary Leave

and is now applying for a further period of leave, or settlement, in accordance with the published Home Office policy instructions on Humanitarian Protection or Discretionary Leave. Copies of the policy instructions may be viewed on the Home Office website: www.ukba.homeoffice.gov.uk.

If you have ‘exceptional leave to enter’ or ‘exceptional leave to remain’ that was granted before 1 April 2003 and for a period of *four years or more*, you should NOT use this form if you wish to apply for an extension of stay or for settlement. You should use Form ELR instead if you have a continuing fear of return to your country of origin, or Form FLR(O) if you no longer have a fear of return.

This form should also NOT be used by applicants applying for further leave on Article 3 medical grounds.

You have to be in the UK to make an application using this form. Please do not send in your application more than 28 days before your current leave expires as it will not be considered if you apply early.

You can use this form to make your own application and an application on behalf of any dependants, i.e. a partner or dependent children under the age of 18.

A description of other application forms available is listed below (Note 12).

2. Payment of a fee

There is no charge if you are applying for further leave on form HPDL. (See Note 1 for guidance to determine whether this form is the correct form to use.)

3. Making sure that your application is complete

This is very important. The decision on your application is likely to be delayed if you do not provide all the necessary information and documentation. To make sure that your application is complete, you need to do the following:

- Answer all the questions and complete or tick any boxes that apply to you personally, as well as to any dependants included in the application.
- Provide the documents and photographs needed in support of your application and those of any dependants included in the form. [Documents must be originals or photocopies certified by the issuing authority (such as a photocopy of a building society passbook certified by the building society which issued it); or certified by a notary if the issuing authority is unable or unwilling to provide a certified photocopy. It is advisable to retain photocopies of any original documents you submit with this application.]

- If you cannot provide a document or photograph at present, please explain the reason(s) and tell us when you will be able to let us have the missing item
- Sign and date the declaration in Section 6.

4. Completing form HPDL

Please write in English in BLOCK letters and in black ink when completing the form. The notes below are designed to help you complete each section.

Section 1 must be completed in full in all cases. If the application includes dependants, the details of the main applicant must go in section 1. Details of the dependants should go in Section 3. If an immigration adviser is assisting you with your application, the adviser’s address should be given at 1.9.

Section 2 must be completed in full in all cases. The date needed in answer to the question at 2.1 is the date that the main applicant’s limited leave expires. Please use the box at the end of section 2 to give any reasons why you want to extend your stay which you have not submitted previously. There is no need to include information which was submitted in connection with your asylum claim and/or any subsequent appeal and/or any subsequent application for leave. If, after your application is made, your circumstances change or you have new information which you would like to be considered please submit this as soon as possible (*see Note 11*).

Section 3 must be completed in full in all cases where you have family living with you in the United Kingdom.

Sections 4 must be completed as indicated in all cases.

Section 5 must be completed as indicated in the note at the start of the section on page 6. If any dependants are included in the application, please make sure that you provide their documents and photographs, and tick the relevant boxes.

Section 6 must be completed in all cases. Where more than one applicant is included in the form, the signature must be that of the main applicant.

Personal Checklist. This is a final reminder to help you make sure that you have done everything correctly, including the address.

After completing the form, please make sure that you submit all pages up to and including Section 6. Please keep the Guidance Notes at the end of the form.

5. Applying in person

Please note that applications made on form HPDL **cannot** be dealt with at any of the UK Border Agency’s Public Enquiry Offices (PEOs)

6. Applying by post

Please post your application before your leave expires.

If you were granted leave by an Asylum Case Owner you should post your form to the regional address as stated on your Decision Service Record presented to you at the Decision Service Event.

Alternatively post your application form to:

**Active Review Applications
UK Border Agency**

**Lunar House
40 Wellesley Road
Croydon
CR9 2BY**

It is very important that you address the envelope exactly as above when using form HPDL. We recommend that you use Recorded or Special Delivery, as this helps us to record the receipt of your application. Please make sure that you keep a record of the Recorded or Special Delivery number. If you have a Case Owner please make sure that you return the form to them.

7. Obtaining another form

You can obtain another form by telephoning the Application Forms Unit on **0870 241 0645**. For any other enquiries the telephone number is **0870 606 7766**. If you have a hearing impediment, we have a freephone textphone service on **0800 38 98 28 9**. You can also download application forms from the Home Office website: www.ukba.homeoffice.gov.uk

8. Choosing an immigration adviser

This form is designed to let you to make your own application. If you need help in completing it or in dealing with any other aspect of your application, you may wish to engage an immigration adviser. However, you should take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Generally, apart from solicitors, barristers and legal executives who hold a practising certificate, anyone who offers services as an immigration adviser must be authorised to do so by the OISC. Anyone else could be committing a criminal offence if they act on your behalf without being OISC authorised or exempted. If your adviser isn't a solicitor, barrister or legal executive you should ask if they are OISC authorised. A list of OISC authorised advisers is on their website, www.oisc.gov.uk, which also has links to websites for solicitors, barristers and legal executives. To complain about any immigration adviser, call the OISC (tel. 0845 000 0046 - calls charged at local rate) or write to OISC, 5th Floor, Counting House, 53 Tooley Street, London SE1 2QN.

9. How long will it take to process your application?

Your application will be dealt with as quickly as possible.

10. How will your passport (s) and other documents be returned?

Your passport(s) and other documents will be returned by Recorded Delivery (RD) in all cases.

11. Contacting us after you have applied

If you have to send us a document which you cannot provide when making your application, or if you need to tell us anything else, including a change of address or circumstances, before you hear from us, please use the following address: **Active Review Applications, Border and Immigration Agency, Lunar House, 40 Wellesley Road, Croydon CR9 2BY**. Please make sure that you give the following details in your letter: the applicant's full name, date of birth, nationality, the Recorded or Special Delivery number (if you used such postage), the date on which the application was posted and your Home Office reference if you have one.

If you need to recover your passport or any other document urgently for unforeseen reasons, please telephone **0870 606 7766** in the first instance. The telephone agent will tell you if you have to write.

12. Other application forms

Other application forms on which to apply for an extension of stay or indefinite leave to remain in the UK are listed below.

- **Form BUS** is for anyone applying for an extension of stay or indefinite leave to remain in the UK as a business person, sole representative, retired person of independent means, investor or an innovator.
- **Form FLR(M)** is for anyone applying for an extension of stay in the UK as the spouse (husband or wife) or unmarried partner of a person present and settled in the UK.
- **Form FLR(O)** is for anyone applying for an extension of stay in the UK in one of the following categories: au pair, crew member, employment not requiring a work permit, postgraduate medical/dental training, private medical treatment, UK ancestry, visitor, writer/artist/composer; or for other purposes/reasons not covered by the other immigration application forms (this does not include applications made in connection with an asylum claim or on humanitarian grounds, for which no form is needed as set out above).
- **Form FLR(S)** is for anyone applying for an extension of stay in the UK as a student or student nurse.
- **Form FLR(HSMP)** is for anyone applying for leave to remain as a Highly Skilled Migrant.
- **Form FLR(IED)** is for anyone applying for leave to remain as a work permit holder, TWES permit holder, SBS permit holder or SAWS work card holder.
- **Form ELR** is for anyone applying for indefinite leave to remain in the United Kingdom who was granted exceptional leave to remain before 1 April 2003 following the refusal of asylum and have now completed, or are within one month of completing, 4 years exceptional leave and who continues to have a fear of return to the countries from which they sought protection (asylum or human rights).
- **Form SET(F)** is for anyone applying for indefinite leave to remain in the UK as the family member (other than as the husband, wife or unmarried partner) of a person present and settled in the UK.
- **Form SET(M)** is for anyone applying for indefinite leave to remain in the UK as the spouse (husband or wife) or unmarried partner of a person present and settled in the UK.
- **Form SET(O)** is for anyone applying for indefinite leave to remain in the UK in one of the following categories: work permit holder, employment not requiring a work permit, UK ancestry, writer/composer/artist, long residence in the UK, victim of domestic violence; or for other purposes/reasons not covered by the other application forms (this does not include applications made in connection with an asylum claim or on humanitarian grounds, for which no form is needed as set out above).
- **Form NTLTOC** is for anyone who has been granted indefinite leave to enter or remain in the United Kingdom and wants that endorsed in a new passport or travel document.
- **Form EEA1** is for a European Economic Area (EEA) or Swiss national who is applying for a registration certificate.
- **Form EEA2** is for a non-EEA or non-Swiss national family member of an EEA or Swiss national who is applying for a residence card.

- **Form EEA3** is for a EEA or Swiss national who is applying for permanent residence.
- **Form EEA4** is for a non-EEA or non-Swiss national family member of an EEA or Swiss national who is applying for permanent residence.

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