



Home Office

**CR(3)**

**version 07/2013**

## Application For A Purple Registration Certificate In The United Kingdom For A Croatian National

This form must be accompanied by:

- Your original valid passport or ID card; and
- Two recent passport-sized photographs of yourself; and
- Original versions of all required documents.

**Failure to comply with these requirements may lead to delays in processing your document and possible refusal of your application.**

**You must not start work until you receive your purple registration certificate. If you are found working without worker authorisation you could face imprisonment for up to 3 months or a fixed penalty of £1000**

Once you have completed this application form you should send it alongside all required documents to:

### **Postal Address**

Home Office – Croatia Applications

PO Box 638

Durham

DH1 9LA

We will return all your documents by recorded delivery to a UK address only. Please note that recorded delivery does not insure you to the full value of your package should it become lost. If you want your passport and other documents returned by Special Delivery which does insure the full value, you will need to provide a suitably sized Special Delivery envelope with the correct pre-paid postage.

Documents returned to an overseas address will not be returned by recorded / special delivery and return will be at your own risk. If you wish to receive acknowledgement that we have received your application, please include a stamped, self-addressed envelope

You should complete this application form if:

You are a Croatian national intending to take employment in the United Kingdom and are required to hold a worker authorisation registration certificate

This form is specified for applications made on or after 1 July 2013

**Quick Guidance for Applicants – which sections of the form do I need to complete?**

**For full guidance please refer to the guidance notes for Croatian nationals on obtaining permission to work in the UK (available from our website [www.ukba.homeoffice.gov.uk/eucitizens](http://www.ukba.homeoffice.gov.uk/eucitizens))**

**All applicants must read section 1 and complete sections 2, 11 and 12.**

**Please indicate which category you are applying under by ticking one of the boxes below:**

If you are applying for permission to work under the Tier 2 (General) category please also complete section 3. ☐

If you applying for permission to work under the Tier 2 (Intra-Company Transfer) category please complete section 4 ☐

If you are applying for permission to work under the Tier 2 (Minister of Religion) category please also complete section 5. ☐

If you are applying for permission to work under the Tier 2 (Sportsperson) category please also complete section 6. ☐

If you are applying for permission to work under the Tier 5 (Temporary Worker) category please also complete section 7. ☐

If you are applying for permission to work as a postgraduate Doctor or Dentist on a Foundation Programme please also complete section 8. ☐

If you are applying for permission to work as a Sole Representative of an Overseas Company please complete section 9. ☐

If you are applying for permission to work as a domestic worker in a private household please complete section 10. ☐

## PAYMENT GUIDANCE

### The Fee

There is a fee of £55 for this application.

For each dependant applying with you, the fee increases by £55.

Number of applicants	Fee
Yourself and 1 dependant	£110
Yourself and 2 dependants	£165
Yourself and 3 dependants	£220
Yourself and more than 3 dependants	Add £55 to the amount above for each additional dependant

Please note there is a fee of £55 for each person applying for a registration certificate. You must pay this fee even if you choose not to use this application form.

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

Applications made on this form may not be made in person at the Public Enquiry Office of the Home Office.

### How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card<sup>1</sup> - Mastercard, Visa (including Electron) or American Express (Amex)

<sup>1</sup> **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 is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you inform your bank of your intention to make large or multiple**

- Debit card - Delta, Maestro\* (including Solo)

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

### 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 Section 1 of this form (Payment Details).

**A1** Tick the fee appropriate to your application - see above guidance. If you do not select a fee then we cannot take a payment and your application will be rejected as invalid.

**A2-A3** If the address for correspondence is different from your home address in the UK, please give that address at **A2**. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at **A2** and their name at **A3**. These details will also be used to acknowledge receipt of the application.

**A4** Applicant's full name, as given in his or her passport or travel document.

**A5** Applicant's date of birth

### Method of payment

**A6** Tick one of the boxes to show which method of payment you are using

**A7 - A9** If paying by cheque or bankers draft enter the bank account number, sort code and cheque number

**payments in advance so that your bank allows the full payment to be taken when you submit your application.**

## Paying by credit / debit card

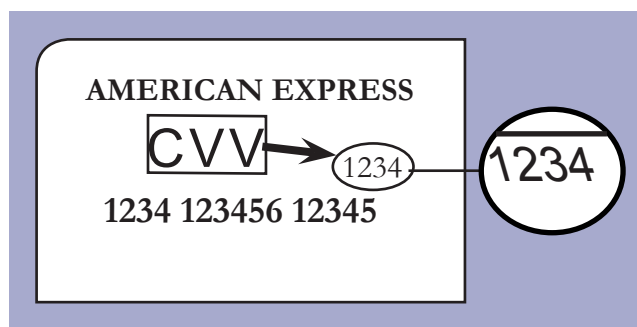
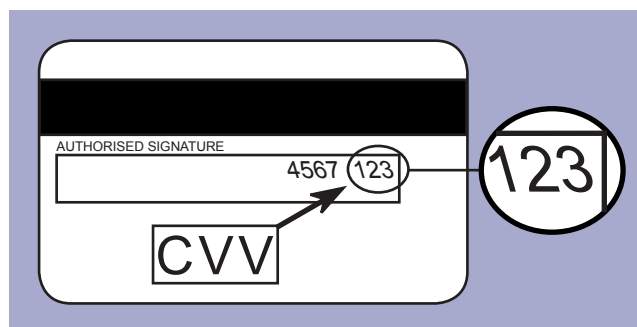
**A10** The name as displayed on the credit/debit card

**A11** Card number - this is the long number across the centre of the card

**A12-A14** Enter the details where available on the card

**A15** The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. 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 your payment and your application will be rejected as invalid.



**A16-A17** Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

## 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.



## **Requirement to obtain a purple registration certificate**

**If one of the following applies to you, you do not need to obtain a purple registration certificate for the purpose of employment in the United Kingdom:**

- you have leave to enter/remain under the Immigration Act 1971 and that leave does not place any restrictions on taking employment in the United Kingdom;
- you have been legally working in the United Kingdom for a period of 12 months or more without interruption;
- you are providing services in the United Kingdom on behalf of an employer established elsewhere in the European Economic Area (EEA) (i.e. you are a posted worker);
- you are a citizen of the United Kingdom, Switzerland or another EEA state, other than Croatia (or until 1 January 2014 a Bulgarian or Romanian subject to work authorisation)
- you are the spouse, civil partner, unmarried/same sex partner of a British citizen or person settled in the United Kingdom.
- you are the spouse, civil partner or unmarried/same sex partner of a Croatian who holds a valid purple registration certificate
- you are the spouse, civil partner, unmarried/same sex partner or child under 18 of someone who has valid leave to enter or remain that allows them to work in the United Kingdom
- you have acquired permanent residence under the Immigration (European Economic Area) Regulations 2006
- you are the member of a diplomatic mission in the United Kingdom or the family member of such a person.

**You may also be exempt from the requirement to obtain a purple registration certificate if you are the family member of an EEA or Swiss national who is working in the United Kingdom or who is a student, self-employed or self-sufficient individual. If your family member ceases to be a worker, student, self-employed or self-sufficient individual, you may become subject to worker authorisation.**



**SECTION 3 - Tier 2 (General) Category****3.1 I will be employed in the United Kingdom (please tick the relevant box):**

- Under the Tier 2 (General) category of the Points Based System ☐
- I have been assigned a Certificate of Sponsorship number by my licensed employer which is provided below: ☐

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Evidence that you have the required level of proficiency in the English language – see our English Language Requirements for Tier 2 Migrants for full details.

<http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendixb/>

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**SECTION 4 - Tier 2 (Intra Company Transfer)****4.1 I will be employed in the United Kingdom (please tick the relevant box):**

- Under the Tier 2 (Intra Company Transfer) category of the Points Based System ☐
- I have been assigned a Certificate of Sponsorship number by my licensed employer which is provided below: ☐

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You must also enclose the following evidence if applying under this employment category:

Pay slips, bank statements or a building society passbook that show you have been working for the company for a continuous period of 12 months immediately before applying for a purple registration certificate. The pay slips must be dated no earlier than 31 days before the date of the application.

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**Please now complete sections 11 and 12**



**SECTION 5 - Tier 2 (Minister of Religion)****5.1 I will be employed in the United Kingdom (please tick the relevant box):**

- Under the Tier 2 (Minister of Religion) category of the Points Based System ☐
- I have been assigned a Certificate of Sponsorship number by my licensed employer which is provide below: ☐

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You must enclose with this application evidence that you have a knowledge of English equivalent to level B2 or above of Council of Europe's Common European Framework for Language learning. For more information on the English requirement for this category see the Home Office website: <http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendixb/>

☐

**Please now complete sections 11 and 12**

**SECTION 6 - Tier 2 (Sportsperson)****6.1 I will be employed in the United Kingdom (please tick the relevant box):**

- Under the Tier 2 (Sportsperson) category of the Points Based System ☐
- I have been assigned a Certificate of Sponsorship number by my licensed employer which is provided below: ☐

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You must enclose with this application evidence that you have a knowledge of English equivalent to level A1 or above of Council of Europe's Common European Framework for Language learning. For more information on the English requirement for this category see the Home Office website: <http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendixb/>

☐

**Please now complete sections 11 and 12**

**SECTION 7 - Tier 5 (Temporary Worker)****7.1 I will be employed in the United Kingdom (please tick the relevant box):**

- Under the Tier 5 (Temporary Worker) category of the Points Based System ☐
- I have been assigned a Certificate of Sponsorship number by my licensed employer which is provided below: ☐

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NOTE: Tier 5 (Temporary Worker) covers the following kinds of temporary employment:

- Charity Workers;
- Religious Workers;
- People participating in Government Authorised Exchange schemes;
- Sportspeople;
- Creative artists and performers;
- International Agreement (this includes private servants in diplomatic households, employees of overseas governments and people coming to the UK to service contracts awarded under specific international trade agreements).

**Please now complete sections 11 and 12****SECTION 8 - (Postgraduate Doctors and Dentists)**

If you have a place on a recognised Foundation Programme as a post graduate doctor or dentist you must the following evidence (tick the relevant box to confirm it is included with the application):

Evidence that you have been offered a Foundation Programme placement ☐Evidence that you have obtained a recognised UK degree in medicine or dentistry from an appropriate UK institution ☐

If you obtained your medical degree overseas, you must also provide:

A Tier 2 (General) Certificate of Sponsorship number. Please provide below: ☐

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**Please now complete sections 11 and 12**

**SECTION 9 - Representatives of an Overseas Business**

This category covers those who wish to work in the UK as a sole representative and are senior employees of an overseas business with full authority over the business in the UK. It also includes employees of an overseas newspaper, news agency or broadcasting organisation being posted on a long term assignment as a representative of their overseas employer.

**Please tick a box below to show us the category in which you are applying**

A sole representative

☐

An employee of an overseas newspaper, news agency or broadcasting organisation

☐

If you wish to obtain a purple registration certificate for permission to work in this category you must enclose the following evidence (tick the relevant box to confirm it is included with the application).

A letter from the employer

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The letter should contain:

- A full description of the companies activities. This could include the following:
- Company's assets and accounts
- Full details of the company's share distribution for the previous year
- Confirmation that the overseas company will establish a wholly owned subsidiary or register a branch in the UK
- The company's business plan for UK activities

Your company should also consider providing a statement that:

- You will be their sole representative and that they have no other branch, subsidiary or representative in the UK
- Their operations will remain based overseas
- You are fully familiar with the company's activities and that you have full powers to negotiate and take operational decisions without reference to them

A copy of your job description, salary and contract of employment

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A statement confirming that you will not engage in business of your own or represent any other company

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**Please now complete sections 11 and 12**

## SECTION 10 - Domestic Worker in a Private Household

If you wish to obtain a purple registration certificate for permission to work in this category you must enclose the following evidence (tick the relevant box to confirm it is included with the application)

Evidence to confirm you are aged between 18 and 65 (this can be your birth certificate or your passport or identity card)

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A letter from the employer who is sponsoring you

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The letter should confirm

- That you have an offer of employment to work as a domestic servant in a private household
- that you have worked for the prospective employer for the 12 months immediately before you made this application
- the terms and conditions of your employment
- that you will be paid in accordance with the National Minimum Wage Act 1998

Evidence that you have been working for the employer who is sponsoring you for the 12 month period outlined in the employer's letter.

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The evidence can be one of the following:

- Pay slips or bank statements showing payment of salary
- Confirmation of tax paid, such as a P60
- Confirmation of health insurance for you paid by the employer
- Employment contract
- Work visas, residence permits or equivalent passport endorsements for the country where you were working as a domestic worker for your employer
- Visas, residence permits or passport endorsements that show you have travelled as a domestic worker with your employer

**Please now complete sections 11 and 12**

**SECTION 11 - Personal History - all applicants should complete this section**

You should answer all the questions in this section on behalf of yourself and any family members included in this application. Please note that 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. Information given will be checked with other agencies.

**11.1. Have you been convicted of any criminal offence in the UK or any other country?**

Yes

☐

- go to question 11.2

No

☐

- go to question 11.3

**11.2. Please give details below for each criminal conviction, starting with the most recent one. If you have received more than two convictions, please photocopy this page and enclose it with this form.**

**Note: We will carry out criminal record checks on all applicants. You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.**

**Criminal conviction 1**

Country where convicted


Nature of the offence

Sentence given

Date sentenced

If you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

months

**Criminal conviction 2**

Country where convicted


## CR(3) APPLICATION FORM

Nature of the offence

Sentence given

Date sentenced

If you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

months

**11.3. . Do you have any civil judgments against you or any civil penalty under the UK Immigration Acts?**

Yes

go to 11.4

No

go to 11.5

**11.4. Give details for each civil judgment or any civil penalty under UK the Immigration Acts, starting with the most recent one.**

**If you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.**

Details of judgment or civil penalty 1

Date of judgment or civil penalty

**Country where judgment made**

Details of judgment or civil penalty 2

Date of judgment or civil penalty

**Country where judgment made**

### CR(3) APPLICATION FORM

You must answer questions 11.5 to 11.10 below even if you have answered no to question 11.1.

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

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

Yes ☐ No ☐

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

Yes ☐ No ☐

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

Yes ☐ No ☐

11.8. Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes ☐ No ☐

11.9. Have you, 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 ☐ No ☐

11.10. Have you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character?

Yes ☐ No ☐

11.11. How long have you lived in the UK?

Years

Months

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

