



Home Office

**UK Border
Agency**

Additional
Information
for making a
PBS Dependant
Application

version 02/12

APPLICATION FOR A GRANT OF LEAVE AND BIOMETRIC IMMIGRATION DOCUMENT UNDER PBS DEPENDANT

ADDITIONAL INFORMATION FOR MAKING A PBS DEPENDANT APPLICATION

This document provides additional information to help you complete your PBS Dependant application form if you are applying in the United Kingdom.

The application form is available from our website:

<http://www.ukba.homeoffice.gov.uk>.

Please check that this is the current form and leaflet for use on the date that you apply.

This additional information is for use with the application form specified for applications made on or after 14 February 2012

Contents

Introduction.....3

Who should be applying using this form?.....3

Submitting a valid application.....4

Biometric residence4

Supporting evidence8

Question-Specific Information8

Section 4 – Supporting Documents.....16

Evidence of Identity 16

Evidence of Police Registration 16

Evidence of Agreement on housing 16

INTRODUCTION

This document provides information to help dependants to complete the PBS dependant application form. For further information on the dependant policy please see section 6A of the immigration rules and the PBS Dependant policy guidance notes. These documents are available on the UK Border Agency website at www.ukba.homeoffice.gov.uk.

All the above documents are available in Welsh, Braille, large print, audio and other alternative formats on request. For further information on alternative formats, and how to obtain these, please contact the Customer Contact Centre on 0114 207 4074.

WHO SHOULD BE APPLYING USING THIS FORM?

This application form should only be completed by individuals who are already in the United Kingdom. Application forms for individuals applying from outside the United Kingdom can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk/countries/.

Dependants should use this form if they are:

- Currently in the United Kingdom as the dependant spouse, civil partner, unmarried or same-sex partner or child of a person in another immigration category who has, or is at the same time applying for, leave to remain as a PBS migrant.
- Currently in the United Kingdom as the dependant spouse, civil partner, unmarried or same-sex partner or child of a PBS migrant and seeking to extend their leave for a further period within their existing category.

Application forms for individuals applying for indefinite leave (settlement) can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk/visas-immigration/settlement/applicationtypes/

Please note: Turkish nationals who have accrued employment rights under Decision 1/80 of the Turkey ECAA Association Council do not require sponsorship. More information on Decision 1/80 rights is available in Immigration Directorate Instructions Chapter 5 Section 10 on our website: www.ukba.homeoffice.gov.uk.

SUBMITTING A VALID APPLICATION

The applicant will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application form must be completed and submitted
- the correct application fee must be paid

- your current passport, biometric residence permit (BRP) if applicable or travel document must be provided, unless it is not available for one of the reasons specified on the application form
- the mandatory sections in the application form must be completed
- two identical passport-size photographs of you with your full name written on the back of each one must be supplied
- two identical passport-size photographs of any dependants who are applying with you with their full name written on the back of each one must be supplied.

The photographs provided must be in the format specified in the separate photograph guidance, which can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk.

Please ensure that they are placed in a small sealed envelope attached to section 2 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

If the application is successful the photographs provided will be reproduced on the dependants Biometric Residence Permit.

Dependants who are of a nationality that is required to register with the police must also include your Police Registration Certificate with your application.

If your application does not comply with the above, it will be rejected as invalid.

You are required to answer all questions in this application form truthfully. It is a criminal offence to make a false statement in this application, and it may also lead to refusal of your application.

BIOMETRIC RESIDENCE

Everyone applying in the UK under the Tiers 1, 2, 4 or 5 categories must apply for a Biometric Residence Permit (BRP). Further information about these measures, which are based on powers contained in the UK Borders Act 2007, can be found on our website.

What is a BRP?

The BRP is a permit which holds your biographic details (name, date and place of birth) and biometric information, and shows his/her immigration status and entitlements while you remain in the UK. It replaces the UK Residence Permit (vignette or sticker) and ink stamps previously placed in the passports of those granted permission to remain in the UK. If you are issued with a BRP, you will receive a leaflet giving more information about it and explaining any obligations imposed on the cardholder.

What are biometric features?

Biometric features are unique physical characteristics that can be used to identify a person. In this case, they will be the migrant's facial image and ten fingerprints.

How are biometric features recorded?

An applicant who is required by law to apply for a BRP must make arrangements to have their biometric features recorded.

The procedure (premium service applications)

If you apply in person at one of our public enquiry offices, you and any dependants applying with you will be required to have your biometric features recorded after signing an acknowledgement to confirm that you understand what you are required to do. You will then be asked to place your fingers, followed by your thumbs, on a fingerprint scanner. If your hands are dirty, we will ask you to clean them. Once your fingerprints have been recorded we will then take a photograph of your face.

The same process will be carried out for any dependants applying with you, except that any children aged under 6 will not be required to provide fingerprints, although we will take their photograph.

The biometric features taken, and those of any children under 18 who are applying, will then be recorded as part of the application.

In some circumstances, you may be required to attend an identity interview if we require further information to establish your identity.

The procedure (postal applications)

If you apply by post, you will be sent a letter notifying you of the need to make arrangements for you and any children under 18 applying with you to have your biometric features recorded (enrolled). The letter will set out the options available to you for making these arrangements. The options will include booking an appointment at a Home Office enrolment centre and may include the option to enrol at a Post Office.

Enrolling your biometrics at a Home Office enrolment centre

When you make the appointment, you will be given a booking reference number (BRN) which you should enter in the BRN space in the letter about booking an appointment. If you have given us your e-mail address or mobile telephone number, we will confirm the appointment by e-mail (within 24 hours) or by text message (within 48 hours). We will not send a letter confirming the appointment.

When attending the appointment, you must bring your enrolment notification letter with you. Please make sure that it has your booking reference number on it.

The procedure at your appointment will be the same as that described above for someone making an application in person.

Enrolling your biometrics at a post office

Postal applicants are able to enrol their biometrics at a limited number of Crown Post Offices. This is a walk-in service, with no need to book an appointment¹. You will only be able to use this service if you are sent a letter inviting you to. The letter will supply all relevant information for anyone using the post office service.

You must bring the back page of the letter (which includes your case reference number, full name and date of birth) with you when you attend the Post Office Ltd branch. If you fail to bring the back page of this letter with you Post Office Ltd will not be able to proceed with your enrolment.

[¹ Please note that there may be a queue for this service]

There is more information about this at our following website address: www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/post-office-biometric-enrolment/

Super premium service

As part of the super premium service we will visit you to record your biometric features (fingerprints and photograph):

- at a location of your choosing; and
- at a convenient time and date for you (between 09:00 and 17:00, Monday to Friday), with a minimum of 48 hours' notice following initial contact.

We will make a decision on the application within 24 hours of the biometric features being recorded.

If you want to use this service, you should phone 020 8196 3893 or 020 8196 3892. The fee for the service is £6,000, and includes fees relating to dependants.

More information about this service, including the fee, is available on our website at www.ukba.homeoffice.gov.uk/contact/super-premium/

How and when will I be notified of the outcome of my application for an extension of stay and for a Residence Permit?

If the application is successful, you will not be issued with a United Kingdom residence permit (vignette or sticker) in your passport. Instead, you will be issued with a BRP.

Applying in person

If you are applying in person and your application is successful, you will be sent a biometric residence permit or permits for yourself and any children applying with you within 7 working days of your appointment. BRP cannot be issued on the day of the appointment.

Applying by post

If you are applying by post and your application is successful, your passport(s) and other documents will be returned to you. You will then be sent a BRP for yourself and any children applying with you under separate cover within 7 working days of the date of the decision(s) on your application(s).

Children under the age of 16

We cannot record the biometric features of children under the age of 16 unless they are accompanied by a responsible adult.

If any such children are applying with you as your dependants, we would expect you to be with them when their biometric features are recorded. If not, the person accompanying them must be a responsible adult aged 18 or over who is either the child's parent or guardian, or a person who for the time being takes responsibility for the child. Any such person must be named on the application form.

Similarly, if the applicant is a sole applicant under the age of 16, he/she must be accompanied by his/her parent, guardian or other responsible adult aged 18 or over.

That person must bring with him/her a letter confirming that he/she is authorised to take responsibility for the child for the purpose of the biometric features appointment.

The responsible adult will also be asked to provide an acceptable form of identity, such as a passport or driving licence, which will be checked.

What if I do not receive my BRP?

If you do not receive the BRPs within ten working days of the appointment or date of the decision letter, please e-mail BRPDelivery@homeoffice.gsi.gov.uk providing the following information:

- full name;
- date of birth;
- nationality;
- passport number;
- case reference number;
- the delivery address for the BRP; and
- a contact telephone number;

Alternatively, you can send this information to us by post to: **Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB.**

You cannot ask about undelivered BRP in person at our public enquiry offices or biometric enrolment centres.

What if I fail to book an appointment as required?

If you are notified by letter of the need to book an appointment and fail to do so within 15 working days from the date of the letter, you will receive a warning letter advising you that failure to book an appointment will result in your application being rejected as invalid. If that happens, you will have to resubmit your application for it to be considered.

What if I fail to attend the appointment?

If you fail to attend a booked appointment, you will be given an opportunity to book another one within a limited period. If you fail to attend the new appointment or cancel it without a

reasonable explanation, your application for an extension of stay is likely to be refused on the grounds of non-compliance with regulations made under the UK Borders Act 2007.

What if I fail to comply with the recording process at the appointment?

If, when you attend the appointment, you fail to co-operate fully with the biometric recording process, for example by attempting to obscure your fingerprints or other biometric features, you will be warned that your refusal to comply may result in your immigration application being refused on the grounds of non-compliance with regulations made under the UK Borders Act 2007.

What about any medical or physical conditions that may require the UK Border Agency to provide me with special arrangements?

If you and/or any dependants who are applying with you have a medical or physical condition which may require special arrangements to be made in order for your biometric features to be recorded, you must obtain a letter or other document giving the details of any such condition and enclose it with your application. Appropriate documentary evidence would be a letter from a treating clinician, such as a practising doctor registered with the General Medical Council, giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

Do I need to make any special preparations before my biometric identifiers are recorded?

Before you attend your appointment, we recommend that you check your hands and fingers are clean. If your hands are not clean, we may ask you to wash them before we scan your fingerprints.

We would advise you not to have any colouring or similar substances (such as henna) on your hands, as this could prevent us from recording your fingerprints on the day of your appointment. If that were to happen, you would have to make a new appointment and that would delay the consideration of your

application.

What if the BRP contains errors?

You must check the permit carefully upon receipt, to ensure that all the details on it are correct. If you find a mistake, you should e-mail BRPErrors@homeoffice.gsi.gov.uk within 10 working days of receiving the permit - otherwise you may be charged for a replacement and will need to apply again. The following details must be provided in the e-mail:

- full name;
- date of birth;
- nationality;
- passport number;
- BRP reference number;
- case reference number;
- a contact telephone number; and
- exactly what is wrong with the BRP.

Alternatively, this information can be sent by post to: **Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB.**

We advise you to make a photocopy of the front and back of the permit, in case it is lost or stolen. If you want to make another application in the future, you will need to send your permit to the UK Border Agency, so you may want to retain a copy for your records.

What if any BRP issued to me or any of my dependants was/is lost or stolen?

You must report any lost or stolen biometric residence permit as soon as possible by e-mailing BRPLost@homeoffice.gsi.gov.uk providing the following information:

- full name;
- date of birth;
- nationality;
- passport number;

- BRP reference number;
- case reference number;
- contact details; and
- when, where and how the BRP was lost or stolen

Alternatively, this information can be sent by post to: **Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB**. You cannot ask about undelivered permits in person at our public enquiry offices or biometric enrolment centres.

You must also report the loss or theft to the police and get a police report and crime reference number as soon as possible.

You will need to provide the crime reference number and a police report (if you have one) when applying for a replacement permit on form BRP(RC).

If you fail to apply for a replacement BRP within three months of reporting the loss or theft you could be liable to a sanction, such as a Civil Penalty Notice of up to £1,000 and/or curtailment of your leave to stay in the United Kingdom.

SUPPORTING EVIDENCE

It is the dependant's responsibility to provide the evidence to support any statements made in his/her application. The dependant must satisfy the Assessing Officer that the requirements for the category under which she has applied have been met. The Officer must be satisfied, by considering the evidence provided that the dependant meets the necessary criteria.

Dependants must ensure that all of the necessary supporting documentation is provided at the time the application is submitted. Only those documents specified the application form and set out in detail in dependant policy guidance will be considered acceptable for the purposes of establishing a dependant qualifies for the points claimed any scoring area.

The dependant must be selective in submitting evidence, as sending large amounts of irrelevant or poor quality documentation may delay the consideration of the application.

It is only necessary to submit evidence that is directly appropriate to the application as requested, as unrelated evidence cannot be considered.

To assist Assessing Officers in considering the documentation provided, the dependant should highlight any relevant sections on the documentation provided. For example, in the funds area, if savings are held with more than one source, dependants should highlight the relevant dates and amounts and also mark the documents provided, to confirm which source of funds the specific document relates to.

Any documentary evidence that the dependant provides should be original (unless otherwise stated).

Where a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

QUESTION-SPECIFIC INFORMATION

Further advice on specific questions in the application form is detailed below.

B1 - B4. Enter your full name and other details exactly as they appear in your passport or travel document.

B5. Nationality

You should state the country of which you are a national.

B5a & B5b. If you are a dual national or have held a previous nationality?

If you currently hold any nationalities other than the one entered in **B5**, or if you have previously held another nationality which you no longer hold, you must provide the details.

B7. You should indicate your current relationship status.

This status may be:

- Married – a person legally married;
- Civil partner – a person in a same sex relationship and who has gone through a legal ceremony in the UK under or by virtue of the Civil Partnership Act 2004, or in the country of your residence;
- Unmarried partner – a person in a heterosexual or same sex relationship like a marriage or civil partnership, which has been subsisting for two years or more but is not married or in a civil partnership;
- Widow/widower – a person whose spouse has died and has not re-married or is not currently in an unmarried relationship that has subsisted for more than two years;
- Single – a person who is unmarried and not in a relationship that has subsisted for two or more years;
- Separated – a person legally married in or outside the UK but no longer living with your married partner;
- Divorced – a person married in or outside the UK whose marriage has been legally dissolved;
- Dissolved civil partnership – a person who has been in a civil partnership which has been legally dissolved;
- Separation Order – a separated person who remains in law the civil partner of the other person.

B8 & B9. Are you currently known, or have you ever been known, by any other name(s) than those given above?

You must provide full details, including supporting evidence (please also see the section of this document entitled 'Supporting Evidence'), of any other name or names by which you are known or have been known. If you submit documentation in support of this application that refers to you by a name

which you have not provided to us we will not consider that documentation. We do not need to know about informal nicknames.

C1. Please give details of your current passport or travel document. (If your current leave is shown on a previous passport or travel document, this must also be provided). Please note that for the application to be valid and complete your current passport/travel document must be provided unless it is not available for one of the reasons specified below:

Document Number Passport/travel document numbers are unique to an individual and their passport. It will be clearly shown and is often found on the same page as the photograph.

Dates of issue This is the date the passport or travel document was issued and it is often found on the same page as the photograph.

Date of expiry This is the date the passport or travel document expires and it is often found on the same page as the photograph

Country of issue This is the country in which the passport/travel document was issued. It is often found on the same page as the photograph.

D1. Have you been issued with a biometric residence permit (BRP)?

A BRP is a card which holds:

- your biographic details (your name, and your date and place of birth); and
- your 'biometric information' (fingerprints and facial image).

It also shows your immigration status and your entitlements while you are in the UK.

D2. BRP number

If you have previously been issued with a BRP, you should provide the unique reference number shown on your card.

D4. Have you reported this to the UK Border Agency card management service?

You should have reported any lost or stolen BRP to the police and to the UK Border Agency card management service. The police should have given you a police report and/or crime reference number. The loss or theft of your BRP should have been reported to the UK Border Agency. More information about BRPs can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk/visas-immigration/while-in-uk/do-i-need-brp/responsibilities/

D11. Is this person your parent or legal guardian?

Under Biometric Registration Regulations, any child under the age of 16 who is required to provide a record of their fingerprints and/or a photograph, must have them taken in the presence of a responsible adult who is the child's parent or guardian, or another person who for the time being takes responsibility for the child. If there is any reason preventing a parent/legal guardian from accompanying the child, the parent/legal guardian must nominate the responsible adult who will be accompanying the child.

The responsible adult accompanying any child under the age of 16 must provide an acceptable form of identification, such as a passport or driving licence. If that person is not the parent or guardian of the child, they must have a letter from the parent or guardian confirming that they are a responsible adult who has been authorised to accompany them.

E1. Were you required to register with the police as a condition of your current or last grant of leave in the UK?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police department when you were granted your last period of leave in the UK.

The requirement to register with the police also features on your visa or your Biometric Resident Permit, if you are required to have one.

You must submit your Police Registration Certificate as part of your application. For detailed guidance about Police Registration Certificates, visit our website at:

<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/cross-cut/police-registration/police-registration.pdf?view=Binary>

E2. Have you ever used deception in relation to an application for entry clearance/visa or leave to enter or remain in the UK?

You are required to answer all questions in this application truthfully. It is a criminal offence to make a false statement in this application, and it may also lead to refusal of your application.

E4. Have you ever entered the UK illegally?

You are required to answer all questions in this application truthfully. It is a criminal offence to make a false statement in this application, and it may also lead to refusal of your application.

E6. Have you ever breached a condition of your leave?

You are required to answer all questions in this application truthfully. It is a criminal offence to make a false statement in this application, and it may also lead to refusal of your application.

E8. Have you ever been refused entry clearance/visa or leave to enter or remain in the UK?

You are required to answer all questions in this application truthfully. It is a criminal offence to make a false statement in this application, and it may also lead to refusal of your application.

E10. Are you currently waiting for a decision on any other application made to the UK Border Agency?

If you have made a leave application to the UK Border Agency which has not yet been decided and your leave has expired, this application will be treated as a variation of that application. If that application has already been decided and it has been refused, you cannot make a new application until any appeal you may have against that refusal is finally determined or the time limit for appealing has expired

E12. Are you currently waiting for a decision on an immigration appeal to the Asylum and Immigration Chamber (AIC)?

If you have an appeal outstanding you cannot make a new application until that appeal is finally determined. Any further representations should be sent to the AIC to link to the appeal papers. Alternatively, you can withdraw the appeal and make a new application.

This may apply to you if your last application for leave in the UK was refused, you were given a right of appeal against that decision and you have lodged an appeal with the AIC. Under Section 3C of the Immigration Act 1971, a person may not make an application for a variation of their leave to enter or remain in the UK while their leave is extended by that section other than seeking to vary the original application while it remains undecided.

This includes any period when the application for variation is neither withdrawn nor decided or the period when an appeal under Section 82(1) of the Nationality, Immigration and Asylum Act 2002 could be brought or remains pending. If you have an appeal outstanding or you are still in the limited period when you could lodge an appeal, then you cannot make a fresh application.

The period during which you are able to lodge an appeal after an application has been refused is usually five or ten working days from the date that the refusal decision was served or sent to you. If you are unsure about this, then you should carefully read the letters and forms sent to you with the refusal decision.

F1. Have you been convicted of any criminal offence in the UK or any other country?

We routinely conduct eligibility and background checks. You should ensure that you fully disclose all information which could be relevant to your application and be aware that the failure to do so could result in your application being refused.

We will carry out criminal record checks on all applicants and dependants. The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. You do not need to disclose spent convictions. 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.

For further guidance on the rehabilitation periods please see our website; www.ukba.homeoffice.gov.uk/britishcitizenship/eligibility/goodcharacter/

F2. Please give details below for each criminal conviction, starting with the most recent one – but first see Note 1 about criminal convictions. If you have received more than two convictions, please photocopy this page and enclose it with this form.

You must give details of all unspent 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.

F3. Do you have any civil judgments against you or any civil penalty under the UK Immigration Acts?

A Civil Judgement is where a court has ordered you to pay money to another person/party usually because of damages or monetary loss incurred by that person/party. A Civil Penalty under a UK Immigration Act would be a financial penalty imposed on you, for example, as a result of the failure to check an employees immigration status.

F7. 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 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, 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. This can be found at www.opsi.gov.uk/acts/acts2001/ukpga_20010017_en_1 or 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.

F9. 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; 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.

F11. 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); or is otherwise concerned in terrorism.

G1. Are you currently receiving or have you ever received public funds in the UK?

If you require more information on public funds please see the UK Border Agency's public funds guidance. This can be found at <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/cross-cut/public-funds/funds.pdf?view=Binary>

G5. Was the housing provided as part of an agreement with your employer?

If your housing is provided by a local council or housing association as part of an agreement with your employer you will be asked to provide evidence of that agreement.

You must submit an original letter from the relevant body.

H1. Have you ever had any Home Office or UK Border Agency reference number assigned to you?

All Home Office applications are given an individual reference number. This allows us to track and link past applications. You should provide your full Home Office reference number if you have one. This number can be found on any previous Home Office correspondence. You may have numerous Home Office reference numbers. If so, you should provide all such numbers.

H3. Do you have a National Insurance number?

National Insurance numbers are issued by another Government department - HM Revenue and Customs.

H4 & H6. National Insurance Number

National Insurance Numbers are made up of nine characters, in either of the following formats:

- two letters, six numbers and a final letter e.g. AB123456A
- two letters, six numbers and a space e.g. AB123456

I1. Give your telephone numbers and indicate which is your preferred contact number

You should only enter UK telephone numbers. These can either be a landline or mobile numbers. The numbers must be ones which you are easily contactable on. Any landline numbers given should begin with the area code.

I2. Email address

An e-mail address will usually be in the following format; name@InternetServiceProvider.country. In some circumstances we may try to contact your dependant using this email address.

I4. Home address in the UK

This should be the address where you

currently live in the UK.

I6. What is your correspondence address in the UK?

If you have a correspondence address we will send all correspondence to this address unless you have a representative acting on your behalf with this application.

K.4 Are both of your parents lawfully present in the UK?

Both of your parents must be lawfully present in the UK with you unless:

- the main applicant is your sole surviving parent, or
- the main applicant has had and continues to have sole responsibility for your upbringing, or
- there are serious or compelling family or other considerations which would make it desirable not to refuse the application and suitable arrangements have been made in the UK for your care.

K.6 Does the main applicant have sole responsibility for your upbringing?

The main applicant has sole responsibility for your upbringing if they are the only person legally responsible for your care and upbringing.

K.6 Have you married or entered into a civil partnership or do you have a family of your own or now live an independent life?

You cannot be a dependant child if you:

- are married or in a civil partnership;
- have formed an independent family unit; or
- are living an independent life.

Examples of when we might consider that there is an independent family unit include

when you:

- are living with a partner; or
- have a child or children of your own.

Examples of when we might consider you to be living an independent life include:

- where you are living away from the family home (except where you are at boarding school);
- where you are in full time employment;
- where you appear to be financially independent.

K.9 Do you intend to take employment as a doctor or dentist in training?

You are not allowed to take employment as a Doctor or Dentist in Training unless:

- you were last granted leave as a dependant that did not restrict you from employment as a Doctor or Dentist in Training; and
- you have been on an NHS foundation programme or working as a Doctor or Dentist in Training during your most recent period of leave; or
- you have a primary degree in medicine or dentistry from a UK institution that is a UK recognised or listed body, or which holds a sponsor licence under Tier 4 of the Points Based System.

L1. Full name of the main applicant, as shown in their passport or travel document:

Enter the main applicant's full name exactly as it appears in their passport or travel document.

L3. Reference number of the main applicant's most recent application to us:

All Home Office or UK Border Agency applications are given an individual reference number. This allows us to track and link

past applications. Please provide the main applicant's most recent reference number they have been given by the UKBA.

Q1. Name of the representative's organisation

If your representative works for an organisation, such as a firm of solicitors or a company, please provide the name of that organisation. If you have authorised an organisation rather than an individual to represent you, you must enter the name of the organisation here.

Q2. Contact name of Representative

If you have authorised someone to represent you in relation to this application please provide the name of the person who is representing you.

If you have a representative acting on your behalf then we will correspond with them rather than directly with you. If your representative is not permitted to provide advice and immigration services in the UK the UK Border Agency will inform you and your representative that we will correspond only with you and not with your representative.

Q10. Who is your representative regulated or approved by?

Your representative should tell you whether they are regulated by the Office of the Information Services Commissioner (OISC) or some other body and, if not, why it is lawful for them to act for you. This information is often on their notepaper. It is a criminal offence for a person to provide immigration advice or services unless they are a qualified person. Information about the provision of immigration services and who can provide them can be found at: <http://oisc.homeoffice.gov.uk>. Information about who is registered with OISC can also be found here.

If the representative is regulated by a designated legal professional body, listed below, or if they work under the supervision of such a person, they will not be required to be regulated by the OISC.

Designated bodies are:

- The Law Society;
- The Law Society of Scotland;
- The Law Society of Northern Ireland;
- The Institute of Legal Executives;
- The General Council of the Bar;
- The Faculty of Advocates;
- The General Council of the Bar of Northern Ireland.

The representative should indicate of which organisation they are a member. The representative should indicate whether they are personally a member of this organisation or whether they are working under the authorisation of another registered member.

Where the representative is not a direct registration holder and is working under the supervision of another registered person, the representative should name the registered supervisor under whom they are working.

The representative should indicate whether they are registered with or authorised by an EEA body responsible for the regulation of the provision of legal advice in that EEA state; or employed or supervised by the person regulated as defined in Section 84(2) (c) (d), and (e) of the Immigration and Asylum Act 1999.

Q8 What is your representative's OISC registration number?

Your representative will be able to provide you with this number if it is not on their notepaper.

SECTION 4 – SUPPORTING DOCUMENTS

You should ensure that you list all the supporting documentation you have submitted with this application.

Full details of the documents you must send us is given in the PBS Dependant Guidance which can be found at: www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/family/. In addition to the evidence specified in the PBS Dependant guidance you must also send us the following documents:

Evidence of Identity

- Current passport(s) or travel document(s). This document is mandatory, if you do not submit it your application will be rejected as invalid.
- Biometric Residence Permit. This document is mandatory, if you do not submit it your application will be rejected as invalid.
- Passport photographs. These photographs are mandatory. If they are not submitted, or are not in the right format, the application will be rejected as invalid. Please make sure you read our photograph guidance to be found at:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance0409.pdf>.

Evidence of Police Registration

The Police Registration Certificate is a mandatory document. If you do not submit it your application will be rejected as invalid. For detailed guidance about Police Registration Certificates, visit our website at: <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/cross-cut/police-registration/police-registration.pdf?view=Binary>

Evidence of Agreement on housing

Evidence of agreement between employer and housing authority. You must submit an original letter from a housing authority if your housing is provided as part of an agreement between your employer and a housing authority.