
APPLICATION FOR A GRANT OF LEAVE AND BIOMETRIC RESIDENCE PERMIT UNDER PBS DEPENDANT

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 6 April 2012

You also need the separate PBS Dependant of the Points Based System - Policy Guidance for this form. Please read them before making your application. If you do not already have this guidance, you can download it from our website at <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/pbsdependantspolicy1.pdf>

Applications made on this form may be made by post, courier or in person at one of our Public Enquiry Offices. To apply in person you must make an appointment.

Details of our Public Enquiry Offices can be found on our website:

www.ukba.homeoffice.gov.uk/aboutus/contact/applyinginperson/

Please post or courier your application to:

Postal address:

UK Border Agency
PBS Dependants
PO Box 506
Durham
DH99 1WB

Courier address:

UK Border Agency
PBS Dependants
Millburngate House
Millburngate
Durham
DH97 1PA

This form is to be used for all applications made on or after 6 April 2012

**POINTS BASED SYSTEM (DEPENDANT)
APPLICATION– PAYMENT GUIDANCE NOTES**

The applicable fees

For an application made on this form, the fee is £561 for applications made by post or courier, or £867 for applications made in person at our Public Enquiry Offices (PEO), unless the dependant is applying for leave to remain at the same time as the main applicant, when a different fee is payable.

Joint Rate for Eligible Dependants

If the dependant is applying at the same time as the main applicant, different fees are payable. These are set out in the table below. Different rates are payable if:

- the dependant is the spouse, civil partner, unmarried or same-sex partner, or child under 18 of the main applicant.
- the dependant’s application is made at the same time as the main applicant’s application.

To assist in the processing of the application, you are advised to send any dependant applications in the same envelope as that of the main applicant.

Category of the Points Based System under which the main applicant is applying at the same time	Fee for each eligible dependant
Tier 1 (General) - postal/courier application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£750
Tier 1 (Investor) or Tier 1 (Entrepreneur) – postal/courier application. (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£510
Tier 1 (General) - PEO application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	900
Tier 1 (Investor) or Tier 1 (Entrepreneur) – PEO application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£663

Category of the Points Based System under which the main applicant is applying at the same time	Fee for each eligible dependant
Tier 1 (Transition) – Postal/ Courier Application	£250
Tier 1 (Transition) – PEO Application	£350
Tier 2 (except Short-Term Intra Company Transfer, Graduate Trainee, Skills Transfer) – Postal/ Courier Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£281
Tier 2 (other) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£434
Tier 2 (Short-Term Intra Company Transfer, Graduate Trainee, Skills Transfer) – Postal/ Courier Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£200
Tier 2 (Other) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£350
Tier 4 – Postal/Courier Application	£197
Tier 4 – PEO Application	£358
Tier 5 – Postal/Courier Application. (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£97
Tier 5 – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£330

Dependants of individuals who are making an application as a Tier 1 (General) migrant under the transitional arrangements set down in the immigration rules for holders of a valid HSMP approval letter, are not required to pay a fee where they are the spouse, civil partner, unmarried partner, same-sex partner or child under 18 of the main applicant and where the main applicant is a national of a country that has ratified the 1961 Council of Europe Charter or the 1996 European Social Charter (revised). The main applicant must be a national of Albania, Andorra, Armenia, Azerbaijan, Croatia, Georgia, FYR Macedonia, Moldova, Turkey or Ukraine, and the dependant's application must be made at the same time as the main applicant's in order to be exempt from the payment of an additional fee.

Dependant children aged 18 or over must apply separately and pay the appropriate fee set out in the paragraph titled **Fees for Other Dependants**.

Fees for Other Dependants

£561 Standard fee for a Dependant application.

£867 Premium (PEO only) fee for a Dependant application

In all other dependant applications, including those for children aged 18 or over, the standard or premium (PEO only) fee above will apply for each dependant. This also includes where the main applicant is entitled to pay a reduced fee by virtue of their nationality, and the dependant is not applying at the same time as the main applicant.

Please note that the following applications under the Points Based System cannot be validly made at a Public Enquiry Office

- Tier 1 (Investor)
- Tier 1 (Entrepreneur)
- Tier 5 (Youth Mobility Scheme)

However dependants of persons who already have leave in these categories of the Points Based System may make an application on this form in a Public Enquiry Office on payment of the separate premium (PEO only) fee.

How you can pay

You can pay by any of the following methods:

- **Cheque/Bankers Draft (If applying in person at a Public Enquiry Office please check the UK Border Agency website for the payment methods available at the Public Enquiry Office you are attending as these can vary.)**

- Postal Order

- *Credit card¹ - Mastercard, Visa (including Electron) or American Express (Amex)

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

* If you are applying in person at a Public Enquiry Office and wish to pay by credit or debit card, the cardholder must be present in order for the payment to be taken.

** Maestro - We can accept any Maestro card if you are applying in person at a Public Enquiry Office but only Maestro cards issued in the UK if you are applying by post.

Please note that your application is invalid if you do not pay the specified fee in full or if you pay by any method other than those specified above. You will be required to make a fresh application, and any delay in doing so may affect your appeal rights if your application is subsequently refused.

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 postal order and keep the postal order receipt(s). Please

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

make sure that the date and the amount (words and figures) are correct and that the cheque is signed correctly. Attach your cheque or postal orders 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.

A1 Fee Details Tick the fee appropriate to your application - see above guidance.

A2 Application Details

A2.1-A2.2 The address for correspondence may be your home address in the UK, or that of the main applicant. However, if a solicitor or other authorised immigration adviser is submitting the application, it should be their address at A2.1 and their name at A2.2.

A2.3 Dependant's full name.

A2.4 Dependant's date of birth.

A2.5 Main applicant's name, or the name of the person on whom you are dependant if they are not applying at the same time because they already have leave to remain under a Tier of the Points Based System.

A2.6 Main applicant's date of birth.

Method of Payment

A2.7 Tick one of the boxes to show which method of payment you are using.

A2.8 If paying by cheque enter the bank account number, sort code and cheque number.

Paying by credit/debit card

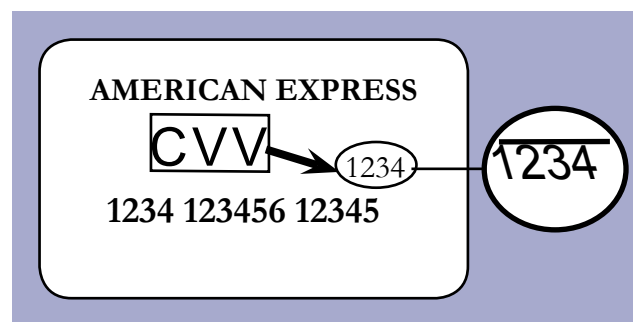
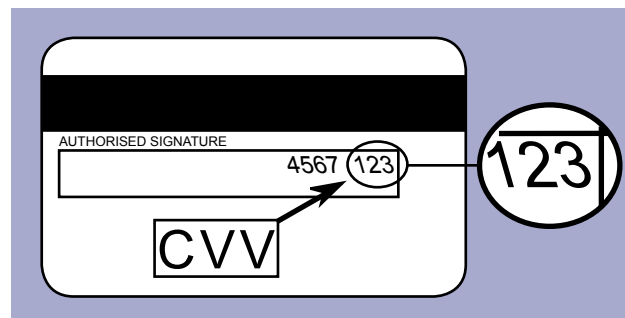
A2.9 Tick one of the boxes to show which card you are using.

A2.10 The name as displayed on the credit/debit card.

A2.11 Card number - this is the long number across the centre of the card.

A2.12 Enter the details where available on the card.

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.



A2.13-A2.14 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 UK Border Agency 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.

- Should the application be withdrawn at any time during the consideration process the fee will not be refunded, other than under circumstances set out on our website (www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idichapter1a)

Fee Exemptions for Dependants applying at the same time as the Main Applicant

Where the Main Applicant has a valid HSMP Approval Letter, is applying under the Tier 1 Transitional Arrangements, and is exempt from payment of a fee by virtue of their nationality.

PBS DEPENDANT APPLICATION FORM

SECTION 1 - PAYMENT DETAILS

A1 Fee Details

Tick appropriate box below

Is the dependant applying separately as a:

Postal PBS dependant	<input type="checkbox"/>	£561
Premium (PEO only) PBS dependant	<input type="checkbox"/>	£867

Is the dependant applying at the same time as a:

Tier 1 (General) - Postal/Courier Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£750
Tier 1 (Investor) or Tier 1 (Entrepreneur) – Postal/Courier Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£510
Tier 1 (General) - PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£900
Tier 1 (Investor) or Tier 1 (Entrepreneur) – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£663
Tier 1 (Transition) – Postal/Courier Application	<input type="checkbox"/>	£250
Tier 1 (Transition) – PEO Application	<input type="checkbox"/>	£350
Tier 2 (Except Short-Term Intra Company Transfer, Graduate Trainee and Skills Transfer) – Postal/Courier Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£281
Tier 2 (Except Short-Term Intra Company Transfer, Graduate Trainee and Skills Transfer) – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£434
Tier 2 (Short-Term Intra Company Transfer, Graduate Trainee and Skills Transfer) – Postal/Courier Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£200
Tier 2 (Short-Term Intra Company Transfer, Graduate Trainee and Skills Transfer) – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£350
Tier 4 – Postal/Courier Application	<input type="checkbox"/>	£197
Tier 4 – PEO Application	<input type="checkbox"/>	£358
Tier 5 – Postal/Courier Application. (Including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£97
Tier 5 – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£330
At the same time as a main applicant who is exempt (Tier 1 Transition only)	<input type="checkbox"/>	Free of charge

If you are producing a double-sided copy of this application form, please include this page and make sure it falls on the reverse of the payment details page in the two-sided copy.

For administrative reasons, it is important that the rest of the form begins with Section 2 - Applicant's Details facing upwards

C - Passport or travel document

This section will ask you for information about your current and previous passports or Travel Documents. If you have lost or had any passports or travel documents stolen then you should have reported this to the Police.

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:

Current passport or travel document

Passport/ Travel Document number	Nationality	Issue date	Expiry date	Country of issue and issuing authority	Passport / Travel document enclosed	If not enclosed then location of Passport/ Travel Document
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Expired - returned to national authorities <input type="checkbox"/> Elsewhere in the UK Border Agency <input type="checkbox"/> Child born in the UK - Application for passport currently with home government

Previous passport or travel document

Passport/ Travel Document number	Nationality	Issue date	Expiry date	Country of issue and issuing authority	Passport / Travel document enclosed	If not enclosed then location of Passport/ Travel Document
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Expired - returned to national authorities <input type="checkbox"/> Elsewhere in the UK Border Agency

PBS DEPENDANT APPLICATION FORM

Please photocopy previous page if additional space is needed and enclose the photocopy with this application form.

C2. Does your current passport or travel document include a photograph of you?

Yes

No

C3. Do you have any passport or travel document which contains a previous grant of leave or which you used when you last travelled to the UK?

Yes Complete table below

No Go to next section

Passport / Travel Document Number	Passport / Travel Document enclosed	If not enclosed then location of Passport / Travel Document
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Expired <input type="checkbox"/> Elsewhere in UK Border Agency

E. PBS Immigration History

It is mandatory to complete Section E

In this section you will be asked to provide details about your current and previous immigration status and history and you will need to provide specific information and reference numbers that relate to your immigration history.

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 the refusal of your application.

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

Yes

No

E2. Have you ever knowingly used deception when applying for entry clearance, leave to enter or remain, entered the United Kingdom illegally or worked in the United Kingdom without immigration permission to do so (contrary to your conditions of stay)?

Yes

- go to question E3

No

- go to question E4

E3. Provide details

E4. Have you ever entered the UK illegally?

Yes

- go to question E5

No

- go to question E6

E5. Provide details

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

Yes

Go to question E7

No

Go to question E8

E7. Provide details

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

Yes Go to question E9

No Go to question E10

E9. Provide details

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

Yes Go to question E11

No Go to question E12

E11. Provide details

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

Yes - go to question E13

No - go to section F

E13. Provide details

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?

- Yes Go to question F8
No Go to question F9

F8. Provide details of the war, humanity or genocide crime

F9. Have you ever been involved in, supported or encouraged terrorist activities in any country?

- Yes Go to question F10
No Go to question F11

F10. Description of the offence or activity

F11. Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

- Yes Go to question F12
No Go to question F13

F12. Description of offence or activity

F13. Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes

Go to question F14

No

Go to question G

F14. Description of offence or activity

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 020 7840 6464 or by obtaining a free copy of their leaflet on 020 7840 6427.

Definitions

For the purpose of answering questions **F7** to **F14**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at www.opsi.gov.uk/acts/acts2001/20010017.htm 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.

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.

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, ethnical, racial or religious group.

Terrorist activities

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.

Organisations concerned with 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.

Now go to part G.

G - PUBLIC FUNDS

This section asks you whether or not you have ever claimed any public funds and specific details about any claims you have made.

It is mandatory to complete Section G

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

Yes complete this question

No - go to **Section H**

G2. Tick the relevant box(es) to show which of these are being received.

- | | | | |
|--------------------------|---|--------------------------|-----------------------------|
| <input type="checkbox"/> | Attendance Allowance | <input type="checkbox"/> | Carer's Allowance |
| <input type="checkbox"/> | Child Benefit | <input type="checkbox"/> | Child Tax Credit |
| <input type="checkbox"/> | Council Tax Benefit | <input type="checkbox"/> | Disability Living Allowance |
| <input type="checkbox"/> | Housing and Homelessness Assistance -
go to question G3 | <input type="checkbox"/> | Housing Benefit |
| <input type="checkbox"/> | Income-Based Jobseeker's Allowance | <input type="checkbox"/> | Income Support |
| <input type="checkbox"/> | Severe Disablement Allowance | <input type="checkbox"/> | Social Fund Payment |
| <input type="checkbox"/> | State Pension Credit | <input type="checkbox"/> | Working Tax Credit |
| <input type="checkbox"/> | Income Related Employment and Support Allowance | | |

G3. Has housing been provided to you as a result of this assistance?

Yes Go to question G4

No Go to Section H

G4. What is the name of the local authority or housing association that provided the housing?

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

Yes Go to question Section H

No Go to question Section H

H. Reference numbers

This section asks you to provide details of any UK Border Agency or Home Office reference numbers that you might have which would have appeared on any documents or correspondence we have previously sent to you. You will also be asked for your current and any previous National Insurance numbers.

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

- Yes Go to question H2
- No Go to question H3

H2. Your Home Office or UK Border Agency reference number

H3. Do you have a National Insurance number?

- Yes Go to question H4
- No Go to question H5

H4. National Insurance Number

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H5. Have you ever had a different National Insurance number?

- Yes Go to question H6
- No Go to section I

H6. National Insurance Number

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K. About your relationship to the main applicant

K1. Have you previously been granted leave as the dependant of the main applicant?

Yes Go to question K4
No Go to question K2

K2. Are you a child born in the UK?

Yes Go to question K3
No Go to question K4

K3. Please tick to confirm that you have included your UK birth certificate in your application.

K4. What is your relationship to the main applicant?

Spouse	<input type="checkbox"/>	Go to question K5
Civil Partner	<input type="checkbox"/>	Go to question K5
Unmarried or same-sex partner	<input type="checkbox"/>	Go to question K5
Child under 18	<input type="checkbox"/>	Go to question K6
Child aged 18 or over	<input type="checkbox"/>	Go to question K6

K5. Is your relationship with the main applicant subsisting?

Yes
No
Go to question K10

K6. Are both of your parents lawfully present in the UK?

Yes
No

K7. Is the main applicant your sole surviving parent?

Yes

No

K8. Does the main applicant have sole responsibility for your upbringing

Yes

No

K9. Have you married or entered into a civil partnership or do you have a family of your own or now live an independent life?

Yes

No

K10. Do you intend to live with the main applicant throughout your stay in the UK?

Yes

No

K11. Do you intend to stay in the UK beyond the period of leave that the main applicant has been granted

Yes

No

K12. Do you intend to take employment as a doctor or dentist in training?

Yes Go to question K13

No Go to Section L

K13. Please send us either:

- A letter from your Postgraduate Dean
- A letter from the NHS Trust employing you

M. Further details

M1. I am applying at the same time as the main applicant?

Yes - go to question M2 No - go to question M4

M2. Under which category of the Points Based System is the main applicant applying?

- | | | |
|--|--------------------------|---------------------|
| Tier 1 (General) | <input type="checkbox"/> | - go to question M6 |
| Tier 1 (Entrepreneurs) | <input type="checkbox"/> | - go to question N1 |
| Tier 1 (Graduate Entrepreneurs) | <input type="checkbox"/> | - go to question N1 |
| Tier 1 (Exceptional Talent) | <input type="checkbox"/> | - go to question O |
| Tier 1 (Post Study Work) | <input type="checkbox"/> | - go to question N1 |
| Tier 1 (Investors) | <input type="checkbox"/> | - go to Section O |
| Tier 2 (General) | <input type="checkbox"/> | - go to question M3 |
| Tier 2 (Intra Company Transfer) | <input type="checkbox"/> | - go to question M3 |
| Tier 2 (Minister of Religion) | <input type="checkbox"/> | - go to question M3 |
| Tier 2 (Sportsperson) | <input type="checkbox"/> | - go to question M3 |
| Tier 4 (General) Student | <input type="checkbox"/> | - go to question M7 |
| Tier 5 (Temporary Worker) (all sub-categories) | <input type="checkbox"/> | - go to question N2 |

M3. Is the main applicant making an application as:

- An initial (switching) application - go to question N2
- An extension of his/her existing leave - go to Section O
- A result of a change of employment - go to Section O

M4. Has the main applicant received notification that their application for leave to remain under the Points Based System has been successful?

Yes

No

Now go to question M5

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M5. Under which category of the Points Based System has the main applicant applied?

Tier 1 (General)

- go to question M6

Tier 1 (Entrepreneurs)

- go to question N1

Tier 1 (Graduate Entrepreneurs)

- go to question N1

Tier 1 (Exceptional Talent)

- go to question O

Tier 1 (Post Study Work)

- go to question N1

Tier 1 (Investors)

- go to Section O

Tier 2 (General)

- go to question M2

Tier 2 (Intra Company Transfer)

- go to question N2

Tier 2 (Minister of Religion)

- go to question N2

Tier 2 (Sportsperson)

- go to question N2

Tier 4 (General) Student

- go to question M7

Tier 5 (Temporary Worker) (all sub-categories)

- go to question N2

M6. Has the main applicant's application been assessed in accordance with paragraphs 39-42 of the HSMP Forum Ltd. Judicial Review Policy Document?

Yes

No

Now go to question N1

M7. If the main applicant has applied or is applying under the Tier 4 category please give start and end dates of their course of study

From:

To:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Now go to Section N

N. Maintenance

You only need to answer the questions in this section that are relevant to you.

Dependants of Tier 1 main applicants

You must have a minimum level of funds to support yourself. If you do not have the required level of funds the application will be refused.

PLEASE NOTE DEPENDANTS OF TIER 1 INVESTORS AND EXCEPTIONAL TALENT DO NOT NEED TO SATISFY THE MAINTENANCE REQUIREMENT.

N1. The level of funds you must have access to depends on the length of time the main applicant has been in the UK. Please indicate whether the main applicant has been in the United Kingdom for:

Less than 12 months

Please provide evidence of more than £1600 of available funds

12 months and over

Please provide evidence of more than £533 of available funds

Now go to question N3

Dependants of Tier 2 and Tier 5 (Temporary Worker) main applicants

N2. You must have a minimum level of funds to support yourself. If you do not have the required level of funds your application will be refused.

Please provide evidence of £533 of available funds - go to question N3

Maintenance certified by A-rated sponsor (for Dependants of Tier 2 only) - go to question N4

N3. Please provide evidence that you have has access to available funds in order to support yourself. Funds may be in your name or that of the main applicant. Please tick the relevant box(es) to indicate the evidence supplied:

Personal bank or building society statements covering a 3 month period

Building society pass book

Letter from bank or building society confirming funds and that they have been banked for at least 3 months

Letter from a financial institution regulated by either the Financial Services Authority or, in the case of overseas accounts, the home regulator (official regulatory body for the country in which the institution operates and the funds are located) confirming funds and covering a three month period.

Maintenance certified by the sponsor

N4. Tick to confirm that:

The A-rated sponsor has confirmed on the certificate of sponsorship that where necessary they will maintain and accommodate the family member for a month.

I have provided a written undertaking from the main applicant's A-rated sponsor that where necessary they will maintain and accommodate the family member for a month.

Now go to Section O

Dependants of Tier 4 main applicants

You must have a minimum level of funds to support yourself. If you do not have the required level of funds your application will be refused.

N5. For how many calendar months will you accompany the main applicant during their course of study in the UK?

months

N6. Is the main applicant making an:

- Initial application - **Go to question N7**
- Application for a further period of study and they do not have an established presence and so do not qualify for the reduced maintenance level - **Go to question N7**
- Application for a further period of study and they have an established presence and so qualify for the reduced maintenance level - **Go to question N12**

N7. The main applicant's primary site of study is:

- Inner London - go to question N8
- Outer London or anywhere else in the United Kingdom - go to question N10

N8. You must have £600 for each calendar month of the main applicant's course up to a maximum of 9 months. Please state what this amount is.

£

N9. Please tick to confirm that the dependant has access to sufficient funds to cover this amount

Go to question N17

N10. You must have £450 for each calendar month of the main applicant's course up to a maximum of 9 months. Please state what this amount is:

£

N11. Please tick to confirm that you have access to sufficient funds to cover this amount

Go to question N17

N12. The main applicant's primary site of study is:

- Inner London - go to question N13
- Outer London or anywhere else in the United Kingdom - go to question N15

N13. You must have £600 for each calendar month of the main applicant's course up to a maximum of 2 months. Please state what this amount is.

£

N14. Please tick to confirm that you have access to sufficient funds to cover this amount

Go to question N17

N15. You must have £450 for each calendar month of the main applicant's course up to a maximum of 2 months. Please state what this amount is:

£

N16. Please tick to confirm that you have access to sufficient funds to cover this amount

N17. Does the main applicant receive support from an official financial sponsor or Government sponsor that covers the dependant as well?

Yes - go to question N18 No - go to question N21

N18. Does the financial sponsor meet the UK Border Agency definition of an official financial sponsor?

Yes - go to question N19 No - go to question N21

N19. Please tick to confirm that evidence of official financial sponsorship has been provided:

A letter to confirm the financial sponsorship from the Government of official financial sponsor

N20. How much is the official financial sponsor or Government sponsor paying towards the dependant's maintenance

£

--	--	--	--	--	--	--	--	--	--

N21. Do you have any maintenance outstanding?

Yes - go to question N22 No - go to Section O

N22. What is the total amount of maintenance outstanding?

£

--	--	--	--	--	--	--	--	--	--

N23. Please tick to confirm the documents submitted as supporting evidence that the dependant has access to the required amount of money for maintenance and funds.

- Personal bank or building society statements
- Building society pass-book
- Letter from a bank or building society confirming funds
- Letter from a regulated financial institution confirming funds
- I am a low risk applicant and am not required to include a document with my application.

Now go to Section O

O. Dependant declaration

The dependant must sign below to show that he/she has read and understood the following declaration. It must be signed by the dependant personally and not by a representative or other person acting on his/her behalf. If the dependant is under 18, his/her parent or legal guardian should sign on his/her behalf.

Declaration

The information given in my application is complete and is true to the best of my knowledge and belief.

The photographs of me submitted with this application are a true likeness of me.

The documents submitted in support of my application are complete and correct to the best of my knowledge and belief.

I agree to co-operate with UK Border Agency officials, or any other person charged by the Secretary of State for the Home Office, with conducting pre-issue and post-issue checks in relation to this application.

If there is a material change in my circumstances or any new information relevant to this application becomes available before it is decided, I will inform the UK Border Agency.

I am aware that the rules and requirements governing applications may change in the future and that I should not assume the current rules and requirements will continue to apply.

I agree to the use of the data provided in this application in accordance with the UK Border Agency's Information Charter. I understand that my details may in certain circumstances be passed to other people, including fraud prevention agencies, to prevent and detect fraud, money laundering and other crimes. I also understand that the UK Border Agency may receive information about me.

Applicant's signature
Parent/legal guardian
signature if dependant is
under 18

Date

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

P8. Who is your representative regulated or approved by?

Tick to confirm

- The Law Society
- The Law Society of Scotland
- The Law Society of Northern Ireland
- The General Council of the Bar of Northern Ireland
- The Institute of Legal Executives
- The General Council of the Bar
- The Faculty of Advocates
- Office of the Immigration Service Commissioner (OISC) **Go to question O8**
- Not regulated

P9. What is your representative's OISC registration number?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

P10. Is your representative approved by the British Council?

Yes

No

P11. Do you want your representative to use the premium service to book a Public Enquiry Office appointment through the Third Party Representative Service?

Yes Go to question O11

No Go to next section

P12. Is your representative registered with the Public Enquiry Office you wish to use?

Yes

No

Q - Representative's Declaration.

If you are a representative acting in relation to this application you must complete the declaration below to show you have read and understood the representative's declaration and to confirm that you are authorised to act on behalf of the applicant(s).

I have been appointed by the applicant(s) to act on their behalf in relation to this application which has been submitted online to the UK Border Agency.

I confirm that I am aware of the contents of this application, including its supporting documents, and that the application is, to the best of my knowledge and belief, true and correct.

I confirm that I will promptly give the applicant all correspondence I receive from the UK Border Agency about this application.

I am permitted to give immigration advice and immigration services by virtue of section 84 of the Immigration and Asylum Act 1999.

I am aware that it is an offence to do an act which facilitates a person who is not a citizen of the European Union to commit a breach of immigration law, knowing or having reasonable cause to believe that the act has this effect.

Representative's signature:

And name of representative's organisation:

--

Date

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

SECTION 4 - SUPPORTING DOCUMENTS

Fill in this part of the form to help us make sure that we have received your documents and to keep a record of them while they are with us.

From list “A”, tell us how many of each of the listed documents you have sent with this application. This is a standard list, you should only send in the documents from this list that are required for your application. At “B”, list any other documents you have sent and state how many in each case. Continue on a separate sheet if necessary.

A. Type of document	How many?
Passports	
Biometric Residence Permit and/or travel documents	
Police registration certificates	
Evidence of care arrangements if you are under 18 years old	
Passport Photographs	

B. Listed items	How many?

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 6 April 2012

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 Dependancy 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

Biometric Residence Permit

Everyone applying to extend their leave in the UK as the dependant of a PBS migrant must apply for a biometric immigration document - also known as a BRP.

As part of this application process you must make arrangements to have your biometric features recorded.

What is a BRP?

The BRP is a residence permit which holds your biographic details (name, date and place of birth) and biometric information, and shows your immigration status and entitlements while you remain in the UK.

It replaces the 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.

What are biometric features?

Biometric features are unique physical characteristics that can be used to identify a person such as a facial image and fingerprints. We do this by taking a digital photograph of all applicants and scanning the fingerprints of applicants aged six or over.

How are biometric features recorded?

An applicant who is required by law to apply for a BRP must make arrangements to have his/her 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).

Enrolling your biometrics at a post office

Postal applicants are able to enrol their biometrics at a participating Crown Post Office. This is a walk-in service, with no need to book an appointment¹. The letter will supply all relevant information for anyone enrolling 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/
www.postoffice.co.uk

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 BRP?

If the application is successful, you will not be issued with a residence permit in your passport. Instead, you will be issued with a residence permit in the form of a BRP.

Applying in person

If the application is successful, you will be sent a BRPs for yourself and any dependants applying with you by secure delivery. The BRPs should reach the applicant within seven working days of your appointment.

BRPs cannot be issued on the day itself.

Applying by post

If the application is successful, your passport(s) and other documents will be returned to you with a decision letter. You will then be sent BRPs for yourself and any dependants applying with you by secure delivery. The BRPs should reach you within 10 working days of the date of the decision letter.

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.

If you are a sole applicant under the age of 16, you must be accompanied by your parent, guardian or other responsible adult aged 18 or over.

If the person accompanying the child(ren) under 16 is not their parent or guardian, that person must bring with them a letter confirming that they are authorised to take responsibility for the child(ren) when they have their biometrics recorded.

At the enrolment, the responsible adult will also be asked to provide an acceptable form of identity, such as a passport or driving licence.

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 record my biometric features?

If you fail to record your biometric features within 15 working days from the date of the notification letter you received, you will receive a warning letter giving you another opportunity within a limited period. The letter will also advise that failure to record your biometric features or to book an appointment within the stated period will result in your application being rejected as invalid.

What about any medical or physical conditions that may require the UK Border Agency to provide you 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 enrolment, 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 enrolment. If that were to happen, you would have to make arrangements to enrol at a later date 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 BRPError@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 the BRP is lost or stolen?

You must report the loss or theft 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 issued) when applying for a replacement BRP 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 your responsibility to provide the evidence to support any statements made in your application. You must satisfy us that the requirements for the category under which you have applied have been met. We must be satisfied, by considering the evidence provided that you meet the necessary criteria.

You must ensure that all of the necessary supporting documentation is provided at the time the application is submitted. Only those documents specified in the application form and set out in detail in the Tier 5 (Temporary Worker) policy guidance will be considered acceptable for the purposes of establishing that you are awarded points in any scoring area.

You 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 for points scoring.

Any documentary evidence that you provide 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.

We will return your passport(s) and other documents by recorded delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough. If your application is successful, your BRP will be sent to you separately by secure delivery."

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. If you have a current passport/travel document you will be required to submit it as part of the application process. If you do not have a current passport/travel document we will ask you why you do not have one. 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.

Child travelling on other passport - A 'child travelling on other passport which is no longer available' should be used in circumstances where you entered the UK as a child on the passport of a parent or guardian and that passport is no longer available.

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 landlinenumbers 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.

K6. 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.

K8. 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.

K9. 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.

K12. 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.