

Worker Registration Scheme (WRS) application form – guidance notes

Contents

Part A: Background information on applying to the WRS

1. Who has to register?
2. Who does not have to register?
3. When should I apply?
4. I have now completed my form. What do I do next?
5. How long will it take to decide my application?
6. What happens once my application is approved?
7. For how long will I be required to register my work with the WRS?
8. I need help completing my form. Who can I ask for advice?
9. If I am not happy with the service I receive how do I complain?

Part B: Completing the form

• Completing the Payment Slip

Section A: Contact details of person paying for the application

Section B: Details of the applicant

Section C: Payment details

• Completing your WRS application form

Section 1: Type of Application

Section 2: Personal Details of Applicant

Section 3: Employment Details

Section 4: Documentary Evidence

Section 5: Applicant's Declaration

Part A: Background information on applying to the WRS

1. Who has to register?

The scheme applies to nationals who hold full citizenship status of the following accession states: Poland; Lithuania; Estonia; Latvia; Slovenia; Slovakia; Hungary; and Czech Republic.

You need to apply for a registration certificate under the WRS if you are a citizen of one of the countries listed above and:

- You started a new job after 1 May 2004;
- You were working in the UK before 1 May 2004 without authorisation/in breach of your immigration conditions;
- You are working on a short-term or temporary basis; or
- You are a student who is also working.

Some citizens from the accession states are not required to register. See section 2 below.

2. Who does not have to register?

You are **not required** to register on the WRS if any of the following apply to you:

- You had been working with permission in the UK **on 30 April 2004** for 12 months without interruption (i.e. in the 12 month period any intervening periods in which you were not legally working do not in total exceed 30 days);
- You have been working legally (that is within UK Immigration and Employment legislation) in the UK for a period of 12 months without interruption, falling partly or wholly **after 30 April 2004**.

- On 30 April 2004 you had leave to enter or remain in the United Kingdom under the Immigration Act 1971 and that leave was not subject to any condition restricting your employment (i.e. you were given Code 1 conditions). You would have been given Code 1 conditions, if for example, you were:
 - on the Highly Skilled Migrant Programme;
 - the spouse, civil partner or unmarried partner of a UK citizen on their probationary period;
 - the dependant of an accession state national currently subject to Code 1 conditions;
 - an accession state national who is the dependant of a work permit holder; or
 - post-graduate doctors or dentists in the UK for training.
- You are a posted worker, i.e. your employer is not established in the United Kingdom and you work for your employer in the United Kingdom for the purposes of providing services on your employer's behalf.
- You are member of a diplomatic mission, the family member of such a person or a person otherwise entitled to diplomatic immunity
- You are also a citizen (i.e. hold dual nationality) of the UK, another EEA state other than an accession state national listed above or Romania or Bulgaria or Switzerland.
- You are the spouse/civil partner/ child under 18 of a person with Leave to Enter/Remain in the UK that allows the person to work.
- You are an Accession national family member as defined by regulation 7 of the Immigration (European Economic Area) Regulations 2006 as amended of a person who is subject to the Worker Registration Scheme.
- You are the family member as defined by regulation 7 of the Immigration (European Economic Area) Regulations 2006 as amended of a Swiss or EEA national who is in the UK as a worker (other than an accession state national listed above or a Romanian or Bulgarian)

Note: Regulation 7 defines a family member as the spouse, civil partner, direct descendants of his or his spouse or his civil partner under 21 or dependant, dependent direct relative in the ascending line or that of the spouse or civil partner.

3. When should I apply?

Accession state nationals who are required to register should apply for a registration certificate **within one month** of starting a new job. If you do not apply within one month of starting a new job, your employment will be illegal and you may have to stop working.

Please note: you should only apply for registration once you have started working for a UK employer. You should not apply for registration if you are seeking work.

4. I have now completed my form. What do I do next?

Your employer should take a copy of the application form before it is submitted to the UK Border Agency. They do not need to copy any guidance notes. In order to speed up the application process, please ensure that the application is packaged in the following order:

- 1) Application form with cheque or postal order (if applicable) secured to page one of the form;
- 2) Passport/National Identity card; and
- 3) Supporting documents e.g. two recent passport sized colour photographs and a copy of a letter from your current employer(s), which confirms the start date of your employment (please note

that job offers and contracts of employment are not acceptable).

4) You do not need to enclose the guidance notes with your application.

You do not need to enclose the guidance notes with your application.

YOU SHOULD SEND YOUR COMPLETED APPLICATION TO:

Worker Registration Scheme
PO BOX 492
Durham
DH99 1WU

We recommend that you use Recorded or Special Delivery, as this helps us to record receipt of your application. Please make sure that you keep a record of the Recorded or Special Delivery number.

APPLICATIONS SENT BY COURIER

If you wish to send your application by **courier** the delivery address is:

UK Border Agency
Worker Registration Scheme
Millburngate House
Durham
DH99 1SA

Couriered applications will only be accepted between 8.30am – 5pm, Monday to Friday (excluding public holidays).

Please note that the payment processing contractor is independent from the UK Border Agency and does not process any applications.

We are unable to accept e-mailed, faxed applications or hand delivered applications.

PLEASE DO NOT SEND YOUR COMPLETED APPLICATION TO OUR OFFICE IN SHEFFIELD.

5. How long will it take to decide my application?

We aim to consider 70% of applications within 2 weeks and 90% of applications within 4 weeks of receipt at the Payment Processing Centre.

Please do not contact the Worker Registration Team before a decision on your application is likely to have been made, unless you have an urgent enquiry. If you do need to contact the Worker Registration Team, please use e-mail wherever possible.

If you have sent your passport with your application, it is not advisable to make travel arrangements until you have received a decision on your application.

6. What happens once my application is approved?

You will be issued with a worker registration card and a certificate authorising you to work for your employer.

Please keep your registration card and certificates safe and do not lose them as replacements may not be issued.

Your registration card and certificate will be returned separately to your passport or National Identity card, which will be posted to you by Recorded Delivery to your home address or correspondence address. If you would like your documents returned by Special Delivery, you must enclose the appropriate pre-paid envelope.

If your correspondence address changes whilst your application is being processed please let us know immediately as your passport may be sent to the wrong address.

If you change employer or take up additional employment you should apply to the WRS team and a

new certificate authorising you to work for your new employer will be issued. Please note that there will be no charge for a change of employment application.

The scheme is based on continuity of employment – there is no restriction on the number of employers you can have at any one time.

7. For how long will I be required to register my work with the WRS?

After 12 months' work without interruption of more than 30 days in total, you will acquire full worker Treaty rights and will be free from the requirement to register. You will be able to apply for an EEA residence permit to confirm your right to reside as a worker. Evidence of 12 months uninterrupted employment includes the worker registration card and supporting registration certificates for each of the employers you have worked for, letters from employers, and payslips. Please refer to the UK Border Agency website for more details:

<http://www.bia.homeoffice.gov.uk/workingintheuk/wrs/whomustregister/>

8. I need help completing my form. Who can I ask for advice?

If you want general advice about completing an application form or clarification on these guidance notes, please contact the Work Permit Customer Contact Centre from 9am to 5pm Monday to Friday:

Telephone: 0114 207 4074

Fax: 0114 207 5861

Email: wrs@ukba.gsi.gov.uk

When contacting the Work Permit Customer Contact Centre please provide the following details in your e-mail:

- Applicant's full name, date of birth and nationality;
- The WRS reference number, which is on your registration card and certificate, if you have one;
- The Recorded or Special Delivery number (if applicable); and
- The date on which the application was posted.

9. If I am not happy with the service I receive how do I complain?

If you are unhappy with the standard of service you have received and you wish to make a complaint, please contact:

North East, Yorkshire and the Humber Region CSU

PO Box 3468

Sheffield

S3 8WA

Tel: 0114 207 2966

Fax: 0114 207 2906

E-mail: NEYHCustomers@ukba.gsi.gov.uk

PLEASE NOTE THAT THE ABOVE ADDRESS IS FOR COMPLAINTS ONLY. DO NOT SEND COMPLETED APPLICATIONS TO THE COMPLAINTS AND COMPENSATION TEAM.

Please be aware that you will be advised to send all complaints in writing. We will aim to reply to your complaint within 20 working days of receiving your letter.

If it is not possible to give you a full reply within these timescales, for example because a detailed investigation is needed, we will provide you with an interim reply. This will tell you how we are dealing with your complaint and when you can expect a full reply.

The full reply will include details of who to contact next if you believe that your complaint has not been dealt with properly. This will normally be an appropriate senior official.

If you are still not satisfied, you can ask your local Member of Parliament to contact the Independent Parliamentary Commissioner for Administration (the Ombudsman) to review your complaint and how it has been handled. If the Ombudsman is satisfied that your complaint has been dealt with fairly, they will close your case and we will not respond to further correspondence about the matter.

A copy of the complaints procedure is available to customers on request. If you want a copy, please contact our Customer Contact Centre on 0114 207 4074.

Part B: Completing the form

These guidance notes help you to complete the application form to apply for a certificate under the Worker Registration Scheme (WRS). Background information on applying to the scheme is available in Part A above.

• Completing the Payment Slip

If you have not previously been issued with a Worker Registration Scheme Card you **MUST** pay for your application.

There is a registration fee of £90.00. The registration process cannot begin until the full payment has been processed and cleared.

Once a registration card and certificate have been issued, subsequent applications are **free of charge**.

In the event the application is withdrawn or is refused; the fee will be refunded.

If you re-apply whilst your first application to the WRS is still outstanding (for example if you have initially applied on the basis of job A but change to job B and send in a second application on the basis of job B) and your first application is refused, you will have to pay for your re-application as it will be considered to be your first application to the WRS.

If your application is returned because the payment is incomplete, you should inform your employer and re-send the application with the correct payment.

Correct completion of the payment slip is very important. Any errors may prevent the payment from being processed and we may need to return the application form to you. This will delay the consideration of the application.

If you already have a registration card, you only need to complete sections A and B of the Payment Slip. Please give details of the person we can contact in case of queries about your application, for example your contact details or those of your employer.

The payment must accompany the application (unless the applicant already holds a registration card) and the payment slip must be fully and accurately completed. Payment can be made by:

- UK Postal Order;
- UK Cheque (personal or business);
- Debit Card (Delta or Maestro UK only); and
- Credit Card (Visa or MasterCard only).

If paying by cheque please ensure that you send a single cheque to cover the £90 payment. If you enclose two or more cheques which amount to £90 (for example one for £50 and one for £40) your application will be returned.

Please do not send cash.

Please note **we will not accept** payment by any other means, including cheques and sterling drafts drawn on foreign banks.

For a payment to be valid, the payment slip must be completed correctly.

Multiple applications only

An employer or representative can submit up to 25 applications with a single payment, by completing a WRS-Multiple payment slip. The fee must be paid in respect of each applicant (unless any of the applicants are exempt). If you submit more than 25 applications with a single payment or the payment does not cover all the applications submitted, we will be unable to process any of the applications and they will be returned to you.

Please note: an application form for each individual that you are applying to register on the scheme must accompany a WRS-Multiple payment slip. There may be a delay in considering the application if you do not do this. A completed application form and payment must accompany each person listed on the multiple payment slip if appropriate.

Section A: Contact details of person paying for the application

Please complete all details of the person who is paying for the application and who can be contacted if we have a payment enquiry. If the application is refused or withdrawn, the payment will be refunded to the person detailed in lines 1-7. If you want the refund to be made payable to a different person please complete lines 8–12.

If you have allocated your own reference number to an application, this can be entered at line 7. However it is the Payment Reference Number (PRN) you should quote when contacting Work Permits (UK) regarding your application.

Section B: Details of the applicant

Please complete this section with the following details:

Line 13: Indicate if the application is to be paid for [Please Note: If you already have a work card / certificate this means you are already registered and do not need to pay again.]

Line 14: Indicate that a passport or National Identity Card is included with the application;

Line 15: Applicant's surname;

Line 16: Applicant's forename(s);

Line 17: Applicant's date of birth (day/month/year – e.g. 31/01/1970);

Line 18: The full name of the applicant's employer in the UK; and

Line 19: Applicant's nationality.

For multiple applications, please provide a summary of the applications and a list of all the applicants' details on page 2 of the WRS Multiple payment slip.

Section C: Payment details

Please indicate the method of payment at line 20, as well as completing the relevant sections as indicated below:

UK Postal Orders

Postal orders should be made payable to '**Home Office**' and should contain a valid post office stamp. Please attach your postal order to the front of the form and record your name and address on the back of the postal order in the space provided. Please remember to keep your postal order receipt.

UK Cheque Payments

The cheque must be made payable to '**Home Office**' and crossed 'A/C Payee' only.

Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly and include the account number, the sort code, and the cheque number on the payment slip.

Please attach your cheque to the front of the form.

Credit or Debit Card Payments

For Credit or Debit Card payments, the following details must be provided:

- the card number; (this is the large number on the front of the card; usually 16 digits long);
- the amount paid
- the payer name as it appears on the card;
- the valid from and expiry date of the card;
- the Card Verification Value (CVV) code*
- The issue number (Maestro UK cards only); and
- The payment slip should be signed and dated at question 25.

*The Card Verification Value (CVV) is a 3 digit security code. You will find this code on the back of your card on the signature strip: it consists of the last 3 digits



• **Completing your WRS application form**

It is very important that your application is complete. It may delay your application if you do not provide all the necessary information and documents. To make sure that your application is complete, you need to do the following:

Complete the relevant sections of the form by answering and completing all the questions or ticking the boxes that apply to you.

Please note that the term “Partner” as used throughout the form and guidance notes includes civil partner and same sex partner. The term “Dependant” includes: spouse, civil partner, unmarried partner, same sex partner and child under the age of 18.

Section 1: Type of Application

This section is to identify whether you have been issued with a Registration Card and Certificate.

Section 2: Personal Details of Applicant

This section is to record your personal details. Please make sure that the details you supply are the same as those on your passport or National Identity card as some of this information will be printed on your Worker Registration Card and Certificate.

Please note that your documents will be returned to your home address given at line 12. If you wish the documents to be posted to a different address, please complete line 13 on the form. This could be, for example, your employer’s address.

Section 3: Employment Details

This section is to give details of the employer you are working for, some of which are printed on your Worker Registration Certificate. If you have more than one employer, please copy this page and complete Section 4 in full **for each employer**.

Section 4: Documentary Evidence

This section is to help ensure you have provided all the necessary documentation to support your application. This will help us confirm receipt of your documents and safeguard them whilst they are with us. Your passport and National Identity Card will be returned to you. Your photographs and the letter from your employer will not be returned to you; therefore, you can provide a copy of the letter rather than the original.

The letter from your employer should confirm the date that your employment started. Job offers, terms and conditions of employment and contracts of employment are **not** an acceptable means of showing when employment started.

Please ensure that your passport is not damaged as this may delay your application.

Please do not send any other documentation such as a Marriage Certificate, civil partnership document or personal financial details as these are not required.

If all the required documentation is not supplied or additional documentation is required we will contact you and provide a relevant correspondence address to send the documentation to.

If you have already been issued with a registration card and certificate, you should provide:

- A copy of a letter from your current UK employer confirming the start date of the employment.

This is not legally required if your application is a renewal, but will help us process your application. You are advised not to send job offers, terms and conditions of employment and contracts of employment

If you do not have a registration card and certificate, you must provide:

- A copy of a letter from your current UK employer confirming the start date of the employment (please note that job offers, terms and conditions of employment and contracts of employment are not acceptable);
- Two passport sized colour photographs with your name written on the back of each photograph (The photographs should be passport-sized (45mm x 35mm) and taken against a white background). The photographs should be clear and of good quality, printed on normal photographic paper and full face, without sunglasses, hat or other head covering unless you wear this for cultural or religious reasons;
- An original valid current passport or National Identity card (photocopies are not acceptable); and
- Payment of £90.00

Please note that for multiple applications a letter confirming the start date of the employment for each applicant should be submitted.

If you do not provide all the required information and documents your application may be delayed or returned to you.

Section 5: Applicant's Declaration

Please read, sign and date the declaration.