



UK Visas
& Immigration

EUSS (DR): Apply to the EU Settlement Scheme as a person with a Zambrano right to reside

This form is only to be submitted by, or on behalf of, the individual it was issued to. If it is submitted by, or on behalf of, anyone other than the individual it was issued to then the application will be rejected as invalid.

Who is this form for

If you are applying to the EU Settlement Scheme as a person with a Zambrano right to reside you must apply using this form.

A person with a Zambrano right to reside is a person with a right to reside in the UK, by the specified date, by virtue of regulation 16(1) of the Immigration (European Economic Area) EEA Regulations 2016, by satisfying the criteria in paragraph (5) of that regulation, or paragraph (6)(c) of that regulation where that person's primary carer is, or was, entitled to a derivative right to reside in the UK under paragraph (5); and without leave to enter or remain in the UK granted under another part of the Immigration Rules.

How to apply

You, or someone acting on your behalf, can use this form to apply to the EU Settlement Scheme. If it is submitted by anybody else, the application will not be considered by a caseworker and will be rejected as invalid.

You can have assistance in completing the form, for example from an immigration adviser, assisted digital provider, family member, friend, social worker, local authority, employer, charity, or community group.

Complete all sections of the form that apply to you. If a section does not apply to you then leave it blank.

Write in BLOCK CAPITALS and mark any check boxes with a tick or cross (✓ or ✗).

Continue on a separate sheet, or sheets, if necessary for any section where additional detail is required. Make sure any additional sheets are attached to your email when you are submitting your application.

Submit your completed form and any evidence on which you are relying to the email address given at the end of the form.

Who does not need to apply

You cannot apply as a person with a Zambrano right to reside if you have valid indefinite leave to enter or remain in the UK.

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If you hold British citizenship or are exempt from immigration control you cannot apply.

What you can apply for

If you have been resident in the UK for a continuous qualifying period of 5 years or more as a person with a Zambrano right to reside, and since then no supervening event has occurred, you will usually be eligible for settled status.

A continuous qualifying period generally means that you have not been absent from the UK for more than 6 months in total (in a single period of absence or more than one) in any given 12 month period throughout the period of residence you are relying upon, apart from one period of absence of up to 12 months for an important reason, or an absence of any length for compulsory military service, or being on Crown service (including service with HM Forces), or accompanying a partner or parent on Crown service (including service with HM Forces).

A supervening event includes being out of the UK and Islands for a continuous period of more than 5 years since completing a continuous qualifying period of 5 years.

If you have been resident in the UK as a person with a Zambrano right to reside for less than 5 years, you can add other types of residence in the UK and in some cases, the Islands, to your 'Zambrano' residence. If the combined types of residence amount to a continuous qualifying period of 5 years or more, you will usually be eligible for settled status. The other types of residence are as:

- a relevant EEA citizen; or
- a family member of a relevant EEA citizen; or
- a family member who has retained the right of residence by virtue of a relationship with a relevant EEA citizen; or
- a person with a derivative right to reside as an 'Ibrahim & Teixeira' child, an 'Ibrahim & Teixeira' carer or a dependant of an 'Ibrahim & Teixeira' carer; or
- a person with a derivative right to reside as a 'Chen' carer or a dependant of such a person; or
- a family member of a qualifying British citizen; or
- a family member of a qualifying British citizen with a retained right of residence

If you are granted settled status, this means there is no time limit on how long you can stay in the UK.

If you have completed a continuous qualifying period of less than 5 years when you apply, but you meet the requirements as a person with a Zambrano right to reside you will usually get pre-settled status, which will give you permission to remain in the UK for a further 5 years, you must continue to satisfy the eligibility criteria in Appendix EU during this time, otherwise this leave will be revoked. You can apply under the EU settlement scheme to change this to settled status once you have completed a continuous qualifying period of 5 years or once you satisfy the conditions for settled status with less than 5 years continuous qualifying residence.

What you will need to apply

If you are an EEA or Swiss citizen, you will need:

- if you are **applying from within the UK**, proof of your identity and nationality:
 - your valid passport as an EEA or Swiss citizen; or
 - your valid national identity card as an EEA or Swiss citizen; or
 - your expired passport or national identity card may be considered as alternative evidence where your embassy or issuing authority are closed, or otherwise unable

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to renew your passport or national ID card before the deadline, due to COVID-19 restrictions; or

- alternative evidence of your identity and nationality where you are unable to obtain or produce the required document due to circumstances beyond your control or due to compelling practical or compassionate reasons (you will also need to provide evidence of these circumstances or reasons).
- if you **are applying from outside the UK**, proof of your entitlement to apply from outside the UK:
 - your valid passport (where this contains an interoperable biometric chip) as an EEA or Swiss citizen; or
 - your valid national identity card (where this contains an interoperable biometric chip) as an EEA or Swiss citizen; or
 - your expired passport or national identity card may be considered as alternative evidence where your embassy or issuing authority are closed, or otherwise unable to renew your passport or national ID card before the deadline, due to COVID-19 restrictions; or
 - alternative evidence of this where you are unable to obtain or produce the required document due to circumstances beyond your control or due to compelling practical or compassionate reasons (you will also need to provide evidence of these circumstances or reasons).

If you are **not** an EEA or Swiss citizen, you will need:

- if you are **applying from within the UK**, proof of your identity and nationality:
 - your valid passport; or
 - your valid biometric residence card issued by the UK under the EEA Regulations on the basis of an application made on or after 6 April 2015: or
 - your valid biometric immigration document; or
 - your expired passport may be considered as alternative evidence where your embassy or issuing authority are closed, or otherwise unable to renew your passport or national ID card before the deadline, due to COVID-19 restrictions; or
 - alternative evidence of your identity and nationality where you are unable to produce the required document due to circumstances beyond your control or due to compelling practical or compassionate reasons (you will also need to provide evidence of these circumstances or reasons).
- if you **are applying from outside the UK**, proof of your entitlement to apply from outside the UK:
 - your valid biometric residence card (issued by the UK under the EEA Regulations on the basis of an application made on or after 6 April 2015); or
 - alternative evidence of this where you are unable to produce the required document due to circumstances beyond your control or due to compelling practical or compassionate reasons (you will also need to provide evidence of these circumstances or reasons).

All applicants will also need to provide:

- evidence of your continuous qualifying period for the period you are relying on;
- an email address or postal address; and
- a passport photograph of yourself.

If possible, you should also provide:

- evidence that you meet (and where relevant, met) the relevant requirements as a person

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with a Zambrano right to reside;

- a telephone contact number (if you have one);
- your National Insurance number (if you have one).

More information about the evidence you can provide can be found in section 7 of this form.

How we use your personal information

The Home Office will use the personal information you provide to decide whether to grant your application.

In addition to an identity check, the main ways in which your personal information will be processed are:

- Criminality and security checks;
- If you provide your National Insurance number, checks with the Department for Work and Pensions and HM Revenue and Customs to consider evidence of your residence in the UK (for example tax or benefit records); and
- On a case by case basis, sharing information with other organisations to verify evidence you have provided within your application to protect against fraud and the use of counterfeit documents (for example verifying with a university that the university certificate you have provided is genuine).

The Home Office may also, on a case by case basis, process your information in other ways in order to fulfil its legal and official functions. This could include, for example:

- If, in future, you apply for UK citizenship;
- If we find evidence a significant crime has been committed;
- If we discover an immigration offence (like a sham marriage) is being committed; or
- To allow the Home Office to carry out its safeguarding duties.

This is set out in more detail in the Borders, Immigration and Citizenship System (BICS) privacy information notice (which is enclosed with this form). The BICS privacy information notice also sets out how you can request a copy of your personal information and how you can complain. You should be aware that the information set out in this note is intended to supplement the BICS privacy information notice, not to replace it.

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Apply for status in the UK after the UK leaves the EU

Please complete every relevant section in order for us to fully consider your application without needing to ask you for additional information.

Identity

Section 1 – Your personal details

Section 2 – Your identity document or proof of entitlement to apply from outside the UK

Eligibility

Section 3 – Application type

Section 4 – the British citizen

Section 5 – Caring responsibility/dependency

Section 6 – British citizen unable to remain in the UK or the EEA

Section 7 – Dependant

Section 8 – Residence details

Section 9 – Evidence to provide

Criminality

Section 10 – Suitability

Next steps

Section 11 – Contact details

Section 12 – Biometrics appointment

Declaration

Security questions

What happens next

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1.04 Date of birth

For example: 31 03 1980

D	D		M	M		Y	Y	Y	Y
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1.05 What is your country of nationality?

You can add another nationality below, if you have more than one.

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1.06 Do you have more than one nationality?

This is sometimes called 'dual nationality'.

Yes, continue to **section 1.07**

No, skip to **section 1.08**

1.07 What is your other country or countries of nationality?

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1.08 Have you had any other nationality that you have given up (renounced) or lost?

This is a country where you used to have citizenship but do not any more.

Yes, continue to **section 1.09**

No, skip to **section 1.10**

1.09 What was/were the country/countries of nationality you gave up (renounced) or lost?

List all former nationalities.

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whether to exercise discretion and allow you to rely on your expired document as alternative evidence of identity and nationality (or of entitlement to apply from outside the UK).

You can also apply using your expired passport or travel document if your document has expired but the issuing authority have automatically extended its validity as a result of the Coronavirus pandemic.

If either of the above apply to you please provide further information in the box below:

2.04 Why are you not applying with a valid passport, EEA national identity card or biometric immigration document?

2.05 What alternative evidence of your identity and nationality, or entitlement to apply from outside the UK, are you providing? (if this is an expired document, please provide the information here)

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Section 3 – Application type

3.01 Mark the box of the status for which you believe you are eligible.

Pre-settled status

Settled status

3.02 Which of these describes you?

I have completed a continuous qualifying period of 5 years in the UK as a person with a Zambrano right to reside.

I have been a person with a Zambrano right to reside in the UK for less than 5 years but I have completed a continuous qualifying period of 5 years on the basis of a being a person with a Zambrano right to reside **and** other types of residence in the UK and Islands.

I have completed a continuous qualifying period of less than 5 years as a person with a Zambrano right to reside, or a combined continuous qualifying period of less than 5 years with other types of residence.

3.03 Please tick one of the following boxes to confirm whether you are applying as:

the sole primary carer of a British citizen child or dependent adult - go to **section 4**

a joint primary carer who shares caring responsibility for a British citizen child or dependent British citizen adult with one other person – go to **section 4**

a dependant child under the age of 18 of a sole or joint primary carer of a British citizen child or dependent British citizen adult – go to **section 7**

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4.11 What is your relationship to them?

Parent

Legal guardian

Grandparent

Spouse or civil partner

Child

Grandchild

Sibling

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Section 5 – Caring Responsibility/Dependency

5.01 Please give details about how the British citizen is dependent on you (or you and their joint primary carer) for their care (for example, financial dependence, personal care):

5.02 Is there another person in the UK who could or does assume caring responsibility for the British citizen?

No, skip to **section 5.04**

Yes, give details below and continue to **section 5.03**.

5.03 Please give details of any other relatives of the British citizen who are living in the UK:

Full name	Date of birth	Nationality	Relationship to the British citizen

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Parent(s) of the British citizen (if the British citizen is a child aged under 18)

5.04 If you are applying as the primary carer of a British citizen aged under 18, and you are not their parent, please complete this section for both parents of the British citizen.

If you are the British citizen's parent, and the child's other parent is not applying for status under the settlement scheme, please complete this section for the other parent.

Complete as many details as you can

	Mother	Father
Full name		
Date of birth		
Nationality		
Current address (or last known address)		
What sort of contact (including face to face, by telephone or any other means) does the child have with this parent?		
How often does this contact take place? (For example, once a week, twice a month)		
When was the last known contact between the child and this parent?		
Is there a formal Court order in place for the child? If so, please provide a copy of this agreement/order.		
Does this parent provide any financial support or maintenance payments for the child?		
If you have answered yes to the question above, please list these payments and the amount received per month		

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Primary carer of dependent British adult (if the British citizen is aged 18 or over)

If you are the primary carer of a dependent British citizen aged 18 or over, please complete the following section.

5.05 What is the nature of the care that you provide to the British citizen?

5.06 How many hours of care do you provide for the British citizen each week?

5.07 What date did you start providing this care?

D	D		M	M		Y	Y	Y	Y
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5.08 Who was providing care to the British citizen before this date?

5.09 Please explain why the previous care arrangements could not continue.

5.10 Does the British citizen currently receive care from anybody else (for example, another person, the local authority or a private care provider?)

Yes, continue to **section 5.11**

No, skip to **section 5.12**

5.11 Please give details of what enquiries have been made as to whether such care can be provided?

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Section 6 - British citizen unable to remain in the UK and the EEA

6.01 Please explain why, and in what circumstances, the British citizen would have to leave the UK and the EEA should you be required to leave the UK for an indefinite period.

Please continue on a separate sheet if required.

6.02 Is there another person in the UK who could or does assume caring responsibility for the British citizen child?

Yes, give details in the box below.

No, continue to **section 7**.

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Primary carer unable to remain in the UK

7.20 Please explain why, and in what circumstances, your primary carer would be prevented from residing in the UK should you be required to leave the UK for an indefinite period.

Please continue on a separate sheet if required.

7.21 Is there another person in the UK who could or does assume caring responsibility for you?

No

Yes - give details in the box below

7.22 Please give details of any other relatives you have who are living in the UK.

Full name	Date of birth	Nationality	Relationship to you

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Your parents

7.23 If the primary carer is not your parent, please complete this section for both of your parents.

If your primary carer is your parent, and your other parent is not applying for to the EU Settlement Scheme as a person with a Zambrano right to reside (and has not already been issued with a derivative residence card under the EEA Regulations), please complete this section for the other parent.

	Mother	Father
Full name		
Date of birth		
Nationality		
Current address (or last known address)		
What sort of contact (including face to face, by telephone or any other means) do you have with this parent?		
How often does this contact take place? (For example, once a week, twice a month)		
When was the last known contact between you and this parent?		
Is there a formal Court order in place for you? If so, please provide a copy of this agreement/order.		
Does this parent provide any financial support or maintenance payments for you?		
If you have answered yes to the question above, please list these payments and the amount received per month.		

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Section 8 – Residence details

As part of your application, you will need to provide evidence of your continuous qualifying period to be eligible for pre-settled or settled status. See section 9 for guidance on what evidence you should submit to support the information you provide in this section.

8.01 When did you start living in the UK as a person with a Zambrano right to reside?

D	D		M	M		Y	Y	Y	Y
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8.02 If you have been a person with a Zambrano right to reside in the UK for less than 5 years, but you have also lived in the UK in another eligible category (as in the table below) please provide the details below:

Type of residence	Dates (from – to)	Details of residence
Family member of a relevant EEA citizen		
Family member who has retained the right of residence		
Person with a derivative right to reside on the basis of 'Ibrahim & Teixeira'		
Person with a derivative right to reside on the basis of 'Chen'		
Family member of a qualifying British citizen		
Family member of a qualifying British citizen with a retained right of residence		

Section 9 – What evidence to provide

This section tells you what evidence to provide to support your application. Except for the evidence of identity and nationality or of entitlement to apply from outside the UK, the evidence listed below are examples which means you may submit other evidence if you wish. When submitting evidence, you should, where possible, provide evidence that covers the whole period on which you are relying.

To support the information you have provided in sections 1 and 2, all applicants must provide:

EEA and Swiss citizens

- If you are applying from within the UK, your valid passport or valid national identity card. If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of your identity and nationality.
- If you are applying from outside the UK, your valid passport or valid national identity card (where this contains an interoperable biometric chip). If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of your entitlement to apply from outside the UK.

Non-EEA or Swiss citizens

- If you are applying from within the UK, your valid passport or valid biometric immigration document issued on the basis of an application after 6 April 2015. If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of your identity and nationality.
- If you are applying from outside the UK, a valid biometric immigration document issued on the basis of an application after 6 April 2015. If you are unable to produce these due to circumstances beyond your control or compelling practical or compassionate reasons, you must explain why this is and submit alternative evidence of your entitlement to apply from outside the UK.

To support the information you have provided in section 4 (if you are applying as a primary carer) you may need to provide:

- Evidence of identity, nationality and age of the British citizen, for example:
 - Valid passport;
 - Certificate of registration as a British citizen issued by the Home Office;
 - Nationality status letter issued by the Home Office confirming British citizen status;
 - Certificate of naturalisation as a British citizen issued by the Home Office;
 - Certificate of entitlement to a right of abode in the United Kingdom issued under section 2(1)(a) of the Immigration Act 1971;
 - UK birth certificate showing birth in the UK before 1 January 1983;
 - UK birth certificate showing birth in the UK on or after 1 January 1983 and evidence that either parent was either a British citizen or settled in the UK at the time of the birth
- Evidence that the British citizen lives in the UK.
- Evidence of your relationship to the British citizen, for example a copy of:
 - The birth certificate(s) showing family relationship(s);
 - An adoption certificate(s) showing family relationship(s);
 - A court order detailing legal guardianship.

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- Evidence the British citizen is dependent on you, for example a copy of:
 - A child arrangements order;
 - NHS letters;
 - School letters;
 - Social services letters.
- Evidence that the British citizen would be unable to live in the UK if you are required to leave the UK for an indefinite period.

To support the information you have provided in section 7 you may need to provide:

- Evidence of primary carer's identity and nationality:
 - Valid passport;
 - Valid biometric residence card.
- Evidence of your relationship to the primary carer , for example a copy of:
 - Your birth certificate(s);
 - Adoption certificate(s);
 - Court order detailing legal guardianship.
- Evidence you are dependent on the primary carer , for example a copy of:
 - A child arrangements order;
 - NHS letters or school letters;
 - Social services letters.
- Evidence that the primary carer has a derivative right to reside in the UK under the EEA Regulations as the primary carer of a British citizen ('a Zambrano carer').
- Evidence that the primary carer would be unable to live in the UK if you are required to leave the UK.

If a passport or travel document being submitted as evidence of identity and nationality in support of the above has expired, and could not be renewed in order for you to make an application by the deadline as a result of an embassy or issuing authority being closed, or otherwise being unable to issue a replacement due to the Coronavirus pandemic you can use the expired document to apply and an caseworker will consider whether to exercise discretion and allow you to rely on the expired document as alternative evidence of identity and nationality (or of entitlement to apply from outside the UK).

You can also apply using an expired passport or travel document if the document has expired but the issuing authority have automatically extended its validity as a result of the Coronavirus pandemic.

If either of the above apply to you please provide further information in the box below:

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To support the information you have provided about your residence in this section (all applicants) should provide:

For applications for **settled status**:

- Evidence that you have been resident in the UK as a person with a Zambrano right to reside (or a combination of a 'Zambrano' residence and other types of residence) for at least 6 months in any given 12 month period for 5 years in a row, apart from one period of absence of up to 12 months for an important reason, or an absence of any length for compulsory military service, or being on Crown service (including service with HM Forces), or accompanying a partner or parent on Crown service (including service with HM Forces).

For applications for **pre-settled status**:

- Evidence that you have been resident in the UK for at least one day in the last 6 months, at a time when you have been a person with a Zambrano right to reside unless:
 - you have been absent for up to 12 months due to an important reason (such as pregnancy, childbirth, serious illness, study, vocational training or an overseas posting), in which case please provide evidence of your residence before that period of absence and evidence of the reason for the absence.
 - you have been absent on compulsory military service, in which case please provide evidence of your residence before that period of absence and of the military service
 - you have been absent on Crown service (including as a member of HM Forces) or accompanying a spouse, civil partner or parent on Crown service (or as a member of HM Forces), in which case please provide evidence of your residence before that absence and evidence of your or your family member's Crown service, and evidence of your family relationship if appropriate.

See below for:

- evidence list – part 1 for preferred evidence of residence
- evidence list – part 2 for alternative evidence of residence

Evidence list – part 1: Evidence that covers longer periods of time

When submitting evidence of residence in the UK, it is best to use documents that cover longer periods of time, such as bank statements, P60s or university certificates. These documents will prove your residence in the UK for the length of time they cover, so you will need to submit fewer of them.

A document with a single date on - like a utility bill, official letter or appointment card - will only count as proof of residence for one month.

The documents listed below are preferred evidence because a single document may cover a significant period. Where an applicant submits evidence from this list, a single piece of evidence is likely to be sufficient for the period it covers:

- an annual bank statement or an account summary covering a 12 month period, showing payments received or spending in the UK in at least six months of that 12 month period;
- annual business accounts of a self-employed person;
- a dated and signed letter from an employer, confirming the duration of a period of UK-based employment which has been undertaken, and confirmation of the employer's status (such as registration with HMRC or Companies House) - this will be considered evidence of residence for the period of that employment;

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- a P60 for a 12 month period (you may submit additional evidence to confirm that you have been resident in the UK for at least 6 months of that period);
- a P45 confirming the duration of a period of employment which has ceased - this will be considered evidence of residence for the period of that employment;
- a dated and signed letter from an accredited organisation in the UK confirming physical attendance at a course and its duration, or confirming enrolment on a course accompanied by dated and signed evidence of completion (such as a qualification certificate) - this will be treated as evidence of residence for the duration of the course;
- a dated and signed letter from a registered care home confirming the period of residence in the home - this will be treated as evidence of residence for that period;
- a dated, addressed invoice from an accredited organisation for school, college or university fees for education requiring physical attendance in the UK, which includes the name of the student and accompanying evidence of payment - this will be treated as evidence of residence for the relevant academic term(s) or year;
- documentation issued by the student finance body for England, Wales, Scotland or Northern Ireland or the Student Loans Company that shows a UK address, such as an entitlement notification or repayment statement - this will be treated as evidence of residence for the relevant academic term(s) or year;
- a residential mortgage statement or tenancy agreement, and accompanying evidence of the mortgage or rent being paid (for example, confirmation from the lender or landlord), will be treated as evidence of residence for the period covered by the statement or agreement;
- a dated, addressed council tax bill will be treated as evidence of residence for the period covered by the bill;
- evidence of an employer making pension contributions will be treated as evidence of residence for the period covered by the contributions where the employment requires physical presence in the UK.

Evidence list – part 2: Evidence that covers shorter periods of time

Because the documents listed below cover a shorter period, you may need to submit more of them to evidence that they meet the residence requirement. Where you submit evidence from this list, a single piece of evidence is likely to be sufficient for the period it covers:

- a dated bank statement (other than an annual statement, as above) showing payments received or spending in the UK - this will be treated as evidence of residence for the period covered by the bank statement;
- a dated payslip for a UK-based job will be treated as evidence of residence for the period covered by that payslip;
- a dated invoice for work you have done in the UK, and accompanying evidence of payment - this will be treated as evidence of residence for the month in which the invoice is dated;
- a dated, UK-addressed domestic utility bill featuring your name will be treated as evidence of residence for the period covered by the bill;
- a dated, UK-addressed domestic bill or contract for a mobile or fixed line telephone or for a TV or internet service featuring your name will be treated as evidence of residence for the period covered by the bill or contract;
- a dated letter from a UK GP or other healthcare professional confirming your attendance at appointment(s), or a card issued by the healthcare professional confirming those appointment(s) - this will be treated as evidence of residence for the period covered by the appointments (or for the month in which a single appointment occurred);
- a dated letter, or benefit claims made to a UK government department, another UK public body or a UK charity confirming the applicant's physical interaction with them, for example

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Job Centre Plus or Citizens' Advice or a registration card or certificate issued under the Worker Registration Scheme - this will be treated as evidence of residence for the month in which it is dated, unless it explicitly confirms interactions over a longer period;

- other dated, UK-addressed domestic bills, for example, for insurance, veterinary bills or home services/repairs, featuring your name and accompanying evidence of payment will be treated as evidence of residence for the month in which the bill is dated;
- a passport stamp confirming entry at the UK border - this will be treated as evidence of residence for the month of entry;
- a used travel ticket confirming previous inbound travel to the UK - this will be treated as evidence of residence for the month of entry;

If you cannot provide the evidence needed

Please tell us below if you cannot provide the evidence needed to support your application. A caseworker will contact you after you submit your application and help you find ways to prove you are eligible for settled or pre-settled status.

I cannot provide some or all of the evidence needed

Give details of why you cannot provide the evidence needed to support your application.

A recent photograph of the applicant is required under the Immigration (Provision of Physical Data) Regulations 2006 (as amended).

You can attach your photograph to the same email as your application form. It must be a separate document to the form and in a JPEG, image file, or similar digital format. If you do not attach your photograph to your email, we will email you after we receive your form and you can send a physical photograph through the post should you prefer.

How to take a good photo:

1. Use a well-lit room
2. Move hair and headgear away from your face
3. Look straight at the camera
4. Do not smile or frown
5. Make sure there are no shadows on your face or behind

Make sure your photo is different to the ones in your identity documents. If the photo is the same, we will ask you to provide another one. Your photo must meet the digital photo rules below.

Your application might be delayed if your photo does not meet these rules.

What your digital photo must show

In your photo, you must:

- Face forward and look straight at the camera
- Keep your mouth closed
- Have your eyes open and visible
- Not smile or frown
- Not have any hair or headwear (such as hats or headscarves) covering your face

Do not wear sunglasses or tinted glasses. If you wear reading glasses that you cannot take off, your eyes must be visible without any glare or reflections.

Reasons your photo might be rejected

Your photo must not:

- Be a scan of another photo of you
- Contain other objects or people
- Be the same photo of you that is in your passport or identity card

Attach the photo with a staple or paper clip. Make sure that the staple or paper clip does not damage or mark the photograph.

How we use your photo

We use your photo to:

Section 10 – Suitability

If you are under 18 skip to **section 11**.

Please note - you are not required to declare non-recordable or spent convictions.

10.01 Have you ever been:

- convicted of a criminal offence?
- arrested or charged with an offence that you are on trial for or awaiting trial?

This includes offences in the UK or any other country.

Yes, continue to **section 10.02**

No, skip to **section 10.16**

Criminality in the UK

10.02 Have you been convicted of a criminal offence in the UK in the last 12 months?

Yes, continue to **section 10.03**

No, skip to **section 10.06**

10.03 What crime or crimes were you convicted of?

10.04 What date were you sentenced?

For example, 31 03 1980

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

10.05 What sentence were you given?

If you did not receive a prison sentence, enter 0.

Years

Months

10.13 What crime or crimes were you arrested or charged for?**10.14** Date you were arrested or charged?

For example, 31 03 1980

D	D		M	M		Y	Y	Y	Y
---	---	--	---	---	--	---	---	---	---

10.15 Any other details

For example, the date of your hearing or trial

War crimes or terrorism**10.16** Have you ever supported, encouraged or been involved in:

- terrorist activities;
- war crimes, crimes against humanity or genocide;
- an extremist organisation.

Yes, continue to **section 10.17**

No, skip to **section 11**

10.17 Add any details

Explain how you were involved and what happened.

10.18 Any other convictions

Give details of any other convictions covered by the questions above, if you could not fit this information above. If you do not have any other convictions, skip to **section 11**.

Country arrested and/or charged in?	What crime?	Date	Other details <i>Such as length of sentence, dates of trial, your involvement</i>

DECLARATION

By signing below, you are confirming that:

- Any document or evidence you have provided is correct, to the best of your knowledge.
- You believe you are eligible and have completed a continuous qualifying period in the UK and Islands for any period you rely on.
- Your photograph is an accurate likeness of you.

We will process your information in line with our terms and conditions and privacy policy (enclosed).

If we find a mistake in your application, we will contact you to help you correct this. If your application meets the criteria under the EU Settlement Scheme you will be granted settled or pre-settled status as appropriate.

Your application may be refused and you could be prosecuted if you deliberately provide false or misleading information, representations or documents.

Applicant's signature

If you have signed the declaration on behalf of the applicant, please explain why the applicant has not done so themselves.

Date		Month		Year			
D	D	M	M	Y	Y	Y	Y

End of application form

What happens next

Send your completed form and any evidence on which you are relying to

approvedeusspaperform@homeoffice.gov.uk

You must attach all relevant supporting documents, such as evidence of your residence in the UK, to your email along with your form. If we need to request further information we will write to the address that you provided in section 1 of this form or email you at the address from which you submitted this form.

If you are posting any documents or other evidence to us after emailing your application form, it is best to send your these by recorded delivery. **Write your Unique Application Number on the front of the envelope.**

Your Unique Application Number is **on the top of each page of your application form and on any letters or emails you receive from us after making this application.**

Supporting evidence should be posted to:

EU Settlement Scheme

PO Box 2075

Liverpool

L69 3PG

If you are applying from outside the UK

When sending your document to the above address you should check that you are in a country that permits the sending of identity documents across international boundaries as this may prevent your document from reaching us or being returned directly to you. If you require further assistance, please contact the Settlement Resolution Centre.

How long it takes to receive a decision

To find out how long it is taking for us to make decisions at the moment, see our current processing times for applications at: <https://www.gov.uk/government/publications/eu-settlement-scheme-application-processing-times> or telephone the Settlement Resolution Centre. This only gives an indication of how long it may take to get a decision. It may take more or less time, depending on the specific circumstances of your application.

Contact us

You can get help with your application on the phone or online by contacting the Settlement Resolution Centre. The phone number is different if you are from a local council or another organisation helping others to apply.

Telephone from inside the UK: 0300 123 7379

Telephone from outside the UK: +44(0)203 080 0010

Telephone from an organisation helping others to apply: 0300 790 0566

Monday to Friday between 8am to 8pm, excluding bank holidays.

Saturday and Sunday between 9:30am to 4:30pm.

Call charges

The cost of calling a phone number depends on the digits it starts with, your phone provider and whether you use a landline or mobile.

You may get free calls to some numbers as part of your call package. Check with your phone provider.

Check with your phone provider to find out the actual cost, particularly if you are calling from abroad. Calls from payphones can cost more.

Further details on call charges can be found at: <https://www.gov.uk/call-charges>.

Returning your documents

We will return your documents by Royal Mail 2nd class signed for delivery, or an equivalent international service if you are applying from outside of the UK. If you are in a country that does not permit identity documents to be sent from overseas, please contact the Settlement Resolution Centre (details above) for further information.

If you would like your documents returned a different way, include a pre-paid addressed envelope with your documents. We will aim to return your documents without delay.

I have included a pre-paid addressed envelope with my documents because I would like my documents returned in a different way.

Yes

No

Terms and conditions for EU Settlement Scheme

These are the terms and conditions for your application under the EU Settlement Scheme.

Rejections

Your application will be rejected as invalid if you do not follow the required application process and provide the required proof of identity and nationality (or, if you're applying from outside the UK, proof of your entitlement to apply from outside the UK).

Biometrics

You will have to provide your biometrics (a photograph and in some cases your fingerprints) as part of your application. If you do not, your application will be rejected as invalid.

Changes to your application

If you need to make any changes to your application, you must contact the Settlement Resolution Centre

References to countries and nationalities

A country or territory may be listed as a nationality or country because it has a passport-issuing authority.