Application Forms

EEA (PR) - Permanent Residence application

This is the correct application form for EEA Nationals or Swiss Nationals who have been 'exercising treaty rights' as a qualified person for a continuous period of 5 years. It is also the appropriate form for those who, for a period of 5 years, have been the direct family members or extended family members of an EEA national who is a qualified person or who has a permanent right of residence.

Qualified persons are:

a) Workers
b) Students
c) Self-Sufficient persons
d) Self-Employed
e) Job-Seekers

'Continuous' under the Regulations means:

a) There have been no gaps in the continuity of the 'qualified' status;
b) The person has not been abroad for more than 6 months in a 12 month period, although:

   i) A single absence (not exceeding 12 months) is allowed for important reasons such as pregnancy and childbirth, serious illness, study or vocational training or an overseas posting; or

   ii) To perform military service

If the application is successful:

EEA Nationals - will be issued with a document certifying a right of permanent residence valid for a period of 10 years initially

Non-EEA Nationals - will be issued with a permanent residence card

Applications must be decided within 6 months of being made.
Once acquired, a permanent right of residence is only lost through absence from the UK for a continuous period of 2 years, or through exclusion from the UK on public policy/public security grounds.

Fee/Method of Application

All Application types carry a fee of £65.

This type of application can only be submitted by post. For postal applications, the fee can be paid by either:

a) Completing the card details on the payment details section of the form;

b) Providing a Cheque or Postal Order for the sum of £65 payable to 'Home Office' (write full name and D.o.B of each application on the reverse of the cheque/postal order)

Dependents who have acquired a right of permanent residence can be included on the same application as the EEA national. Send all applications together in one parcel.

Use Recorded or Special Delivery for Postal Applications.

Permanent Residence Applications for EEA national SOLE applicants can also be submitted online: https://visas-immigration.service.gov.uk/product/eea-qp

EEA Passport Return Service

Nottingham City Council offer additional service from 1st October 2016.

Passport is copied so that Applicant can retain original.

Only available for Registration Certificate and Permanent Residence applications by EEA nationals.

Application needs to be submitted online and an appointment at the Local Authority attended within 5 working days. Additional fee of £10.

No legal checking involved.

Documents needed for Application

Applications must be accompanied by the following in all cases:

a) The appropriate fee

b) 2 x passport photographs of the Applicant and any dependents

c) A valid ORIGINAL passport or ID Card issued by an EEA member state for the EEA national
d) Original valid passport/travel document for family members of EEA nationals where applying

e) Evidence that the EEA national has been a qualified person for a continuous period of 5 years - see guidance on appropriate evidence to establish qualified status here: https://goo.gl/HsvJrK.

f) Evidence that Applicant has been residing in the UK for the relevant period - 2 items from each year should be provided. The relevant period includes any time after the right of permanent residence was acquired. Appropriate proof would include:

   i) Council Tax Bills;
   ii) Utility Bills;
   iii) Bank Statements;
   iv) Medical Records;
   v) Tenancy Agreements;
   vi) Correspondence from Government Departments/NHS

g) Evidence of the family relationship (eg ORIGINAL marriage certificate/long version birth certificate)

h) if applying as the spouse/civil partner or unmarried partner, provide evidence that you have been living together with your partner for the full period (this is not a requirement for spouses/civil partners but the guidance says that it will help the application). The guidance states:

"For example, to cover a 5-year period living at the same address, you should send a minimum of 10-15 items, from 4 or 5 different sources, addressed to you jointly, spread evenly throughout the 5 years.

If you do not have enough items in your joint names, you may also provide items addressed to each of you individually if they show the same address for both of you. For example, you could send 10 items of correspondence in joint names at the same address, plus 5 items addressed to you, and a further 5 items addressed to your partner, provided they show that you were living together at the same address (20 items in total)."