

Please click on each (?) question mark symbol to get information on each section.

# APPLICATION FOR AN EXTENSION OF STAY AS A DEPENDANT OF A PERSON WHO HAS LEAVE TO REMAIN UNDER THE POINTS BASED SYSTEM

FOR DEPENDANTS OF TIER 1, 2, 4 AND TIER 5 MIGRANTS. THIS IS ALSO  
AN APPLICATION FOR A BIOMETRIC RESIDENCE PERMIT

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 4 July 2011.

You also need the separate guidance notes for this form. Please read them before making your application. If you do not already have them, you can get them from our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Please note that changes to the Immigration Rules mean that successful applicants in this category may not be permitted to work in the UK as a doctor in training. Please refer to the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

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/contact/applyinginperson/](http://www.ukba.homeoffice.gov.uk/contact/applyinginperson/)

Postal address (Tier 1 Dependant):	Postal address (Tier 2 & Tier 5 Temporary Worker Dependant):	Postal address (Tier 4 Dependant):	Courier address (all Tiers):
UK Border Agency PBS (Dependants) PO Box 496 Durham DH99 1WQ	UK Border Agency PBS (Dependants) PO Box 506 Durham DH99 1WB	UK Border Agency PBS (Dependants) PO Box 500 Durham DH99 1WJ	UK Border Agency PBS (Dependants) Millburngate House Millburngate Durham DH97 1PA

Please note, that this version is a GUIDE only. The forms change frequently.

Please make sure you are using the current version of the form online here:

[www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/family/](http://www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/family/)

This form is to be used for applications made on or after 4 July 2011

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

**The applicable fees**

For an application made on this form, the fee is **£550** for applications made by post or courier, or **£850** 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 reduced fee is payable.**

**Reduced Rate for Eligible Dependants**

For this application to be considered at a reduced rate:

- the dependant must be the spouse, civil partner, unmarried or same-sex partner, or child under 18 of the main applicant.
- the dependant’s application must be 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 the main applicant.

Dependants applying WITH a student need to pay the appropriate visa fee.

Category of the Points Based System under which the main applicant is applying at the same time	Fee for each eligible
Tier 1 (General); Tier 1 (Investor) or Tier 1 (Entrepreneur) – Postal/Courier Application. (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£500
Category of the Points Based System under which the main applicant is applying at the same time	Fee for each eligible
Tier 1 (General), Tier 1 (Investor) or Tier 1 (Entrepreneur) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£650
Tier 1 (Post Study) – Postal/Courier Application	£297

Tier 1 (Post Study) – PEO Application	£459
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)	£275
Tier 2 (other) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£425
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)	£175
Tier 2 (Other) – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£325
Tier 4 – Postal/Courier Application	£193
Tier 4 – PEO Application	£351
Tier 5 – Postal/Courier Application. (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£95
Tier 5 – PEO Application (incl. where main applicant is a national of Croatia, FYR Macedonia or Turkey)	£324

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**

**£550** Standard fee for a Dependant application.

**£850** 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
- Postal Order
- **\*Credit card<sup>1</sup> - Mastercard, Visa (including Electron) or American Express (Amex)**

<sup>1</sup> 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

• **\*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 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.

If applying in person at a Public Enquiry Office and paying by cheque, you must have a cheque guarantee card with a limit sufficient to cover the amount to be paid.

### **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.

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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.

## 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

A2.8 If paying by cheque through the account number, sort number.

Paying by credit/debit

If you are sending your application through the International office you MUST use Postal Orders or Bankers Draft payment.

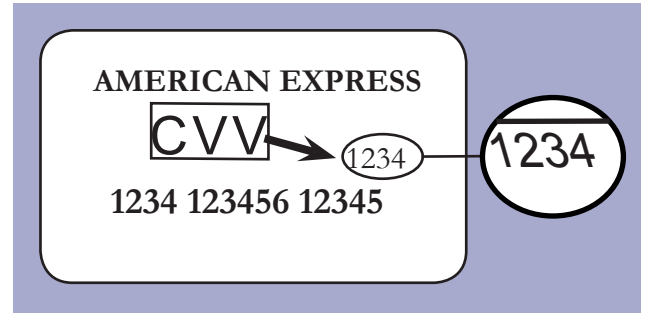
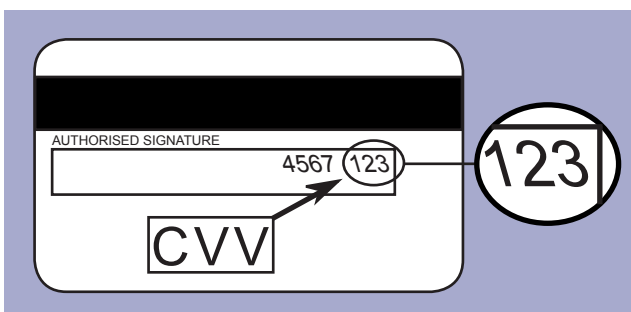
A2.9 Tick one of the boxes to show which card you are using.

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/IDs/idichapter1a](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/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**

**SECTION 1 - PAYMENT DETAILS**

**A1 Fee Details**

Please note: if the dependant applies separately to the main applicant, the fee will be higher

**Tick appropriate box below**

**Is the dependant applying separately as a:**

Postal PBS dependant	<input type="checkbox"/>	£550
Premium (PEO only) PBS dependant	<input type="checkbox"/>	£850

**Is the dependant applying at the same time as a:**

Tier 1 (General); 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"/>	£500
Tier 1 (General); 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"/>	£650
Tier 1 (Post Study) – Postal/Courier Application	<input type="checkbox"/>	£297
Tier 1 (Post Study) – PEO Application	<input type="checkbox"/>	£459
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"/>	£275
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"/>	£425
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"/>	£175
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"/>	£325
Tier 4 – Postal/Courier Application	<input type="checkbox"/>	£193
Tier 4 – PEO Application	<input type="checkbox"/>	£351
Tier 5 – Postal/Courier Application. (Including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£95
Tier 5 – PEO Application (including where main applicant is a national of Croatia, FYR Macedonia or Turkey)	<input type="checkbox"/>	£324
At the same time as a main applicant who is exempt (Tier 1 Transition only)	<input type="checkbox"/>	Free of charge

**A2 Application Details**

Applicants should refer to the Payment Guidance Notes which accompany this application form. Please complete this section in **block capitals and black ink.**

**A2.1 Correspondence address**

Your UK address										Postcode									

**A2.2 Contact name in the UK if different to that of the dependant.**

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

**A2.3 Dependant's full name**

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

**A2.4 Dependant's date of birth**

Day      Month      Year

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

**A2.5 Main Applicant's full name**

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

If you are applying with the main student, you can use a postal order which should be attached to the main applicant's form.

If you are sending your application through the International Office, please note that we only accept postal orders or bank drafts since we have experienced that they are safer than card and cheque

**A2.6 Main Applicant's date of birth**

Day      Month      Year

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

**A2.7 Please select the method of payment from the list below**

- United Kingdom **postal order** (payable to 'Home Office') - go to part B
- Cheque (payable to 'Home Office') - go to question A2.8
- Debit or credit card - go to question A2.8
- Banker's draft** - go to question A2.8

**A2.8 Paying by cheque - please give cheque details below**

Account number      Sort code      Cheque number

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

**A2.9 Paying by card**

Which card are you using for payment? Please tick a box and complete B10 - B14 below.

Visa / Electron    
 MasterCard / Amex    
 Delta    
 Maestro/ Solo

**A2.10 Name on card**

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

**A2.11 Card number**

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

**A2.12 Card details**

Valid from 

--	--	--	--

 / 

--	--	--	--

Expiry date 

--	--	--	--

 / 

--	--	--	--

3 digit number or 4 digit number for Amex 

--	--	--

Security No - CVV 

--	--	--	--

Issue No. (where available) 

--	--	--	--

**A2.13 Cardholder's signature**

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

**A2.14 Date**

Day      Month      Year

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













**C6. Please give details of the dependant's current passport or travel document and any others that he/she has used to travel to and remain in the United Kingdom and which show his/her current leave. Please note that for the application to be valid and complete the dependant's current passport/travel document must be provided unless it is not available for one of the reasons specified on the application form.**

**Current passport or travel document**

Passport/ Travel Document number	Nationality	Issue date	Expiry date	Place of issue	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 - go to question C7  <input type="checkbox"/> Stolen - go to question C8  <input type="checkbox"/> Expired - returned to national authorities  <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question C7  <input type="checkbox"/> Other - go to question C7

**Previous passport or travel document 1**

Passport/ Travel Document number	Nationality	Issue date	Expiry date	Place of issue	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 - go to question C7  <input type="checkbox"/> Stolen - go to question C8  <input type="checkbox"/> Expired - returned to national authorities  <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question C7  <input type="checkbox"/> Other - go to question C7

**Please photocopy this page if additional space is required.**

**C7. If any of the required passports are not enclosed then please explain why the dependant is unable to provide them.**



**C8. If any of the passports or travel documents were stolen anywhere in the world, please give the police report number, crime reference number, the police station and the date reported to the police.**

<b>Police report number</b>	<b>Crime reference number</b>	<b>Police station</b>	<b>Date reported to the Police</b>

**Now go to part D**





 **D13. Has the dependant ever stayed in the United Kingdom beyond the end of his/her period of leave?**

Yes  - go to question D14

No  - go to question D15

**D14. Give the reason(s) why the dependant has stayed beyond the end of his/her period of leave and the dates of the overstay:**

**D15. Has the dependant ever worked in the United Kingdom without immigration permission to do so (that is, contrary to his/her conditions of stay)?**

Yes  - go to question D16

No  - go to question D17

**D16. Give the reason(s) why the dependant worked in the United Kingdom without immigration permission to do so and the dates this work was undertaken:**

**D17. Has the dependant ever illegally entered the United Kingdom?**

Yes  - go to question D18

No  - go to question D19

**D18. Give the details and dates when this happened:**

**D19. Has the dependant ever used deception when seeking leave to enter or leave to remain?**

Yes  - go to question D20                      No  - go to question D21

**D20. Give the details and dates when this happened:**

**D21. Has the dependant ever been removed or deported from the United Kingdom?**

Yes  - go to question D22                      No  - go to question D23

**D22. Give the details and dates when this happened:**

**D23. Does the dependant currently have any other applications with us on which he/she is awaiting a decision?**

Yes  - go to question D24                      No  - go to question D27

**D24. Give details of the application, including the date the application was submitted, what the application is for (the category), and the payment reference number:**

**D25. Was this application submitted before the dependant's leave expired?**

Yes  - go to question D26                      No  - go to question D27

**D26. Has the date of the dependant's leave, as stated in his/her passport, now passed?**

Yes  - the dependant is not able to submit a further fresh application. However, they can, if they wish, vary the grounds of the existing application. **Go to the help text.**                      No  - go to question D27

**D27. Does the dependant currently have an appeal with the Asylum and Immigration Tribunal which is yet to be heard?**

Yes  - go to question D28

No   - go to Part E

**D28. Give details of the appeal, including the date the appeal was submitted, what the appeal is for (the category) and the payment reference number for the original application (where applicable):**

**D29. Has the date of the dependant's leave, as stated in his/her passport, now passed?**

Yes  - the dependant is not able to submit a further fresh application. However, they can, if they wish, provide additional grounds to the outstanding appeal. **Go to the help text.**

No  - go to Part E

**Now go to Part E**





**PBS DEPENDANT APPLICATION FORM - SECTION 2**

**E7. Has the dependant ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?**

Yes

No

**E8. Has the dependant ever engaged in any other activities which might indicate that he/she may not be considered to be a person of good character?**

Yes

No

**E9. If question E3, E4, E5, E6, E7 or E8 above has been answered "yes" please give further details in the space provided below. If more space is needed continue on a separate sheet and enclose it with this form.**

## 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 **E4** to **E8**, 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](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone 0870 600 5522). It is the dependant's responsibility to satisfy him/herself that he/she is 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.

**F. Biometric Residence Permits**

It is mandatory to complete section F. If it is not complete, the application will be invalid and will be returned to the dependant.

An applicant must apply for a Biometric Residence Permit if he/she is applying for limited leave to remain in the UK as the dependant of a person who is applying at the same time on or after 25 November 2008, for limited leave to remain as a PBS migrant.

For information about Biometric Residence Permits, please see the help text, which is available on the PBS website before completing this form.

**F1. Has the dependant been issued with a Biometric Residence Permit?**

Yes  - go to question F2

No  - go to question F3

**F2. Please give details of the dependant's Biometric Residence Permit. Please ensure that the details of the dependant's current Biometric Residence Permit must be provided, unless it is not available for one of the reasons specified in the help text.**

Do you have an UK ID card (Biometric Residence Permit or BRP)? You will only have this if you have applied for a student visa since November 2008.

If your visa is in your PASSPORT, you do not have a UK ID card.

Complete F1 and F2 if so.

Current Biometric Residence Permit (BRP)						
BRP Document number	Nationality	Issue date	Expiry date	Place of issue	BRP document enclosed	If not enclosed then location of BRP
					<input type="checkbox"/> Yes  <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question F4  <input type="checkbox"/> Stolen - go to question F5  <input type="checkbox"/> Expired - returned to national authorities  <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question F4

**F3. If the required BRP is not enclosed then please give details why the dependant is unable to provide it.**

**F4. If the BRP was lost, please give the date this was reported to the UK Border Agency Card Management Service**

D	D	M	M	Y	Y	Y	Y
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**F5. If the BRP was stolen, please give the police report number, crime reference number, the police station and the date reported to the police.**

Police report number	Crime reference number	Police station	Date reported to the Police

**F6. Has the dependant used any name(s) other than the one given at B3 and B4 of this application form in previous United Kingdom immigration applications made in the United Kingdom or abroad?**

Yes  - go to question F7

No  - go to question F10

**F7. Give details of the other name(s) the dependant used:**

**F8. Give the details when the application(s) was/were made:**

**F9. If the application was made abroad, give the British diplomatic post(s) to which the dependant applied.**

**If more space is required please continue on a separate sheet and enclose it with this application form.**

**F10. Has the dependant had fingerprints taken as part of a previous United Kingdom immigration application made in the United Kingdom or abroad?**

Yes  - go to question F11

No  - go to question F14

**F11. Give details when fingerprints were taken:**



**F12. Give details where fingerprints were taken, including the town or city and country:**

**F13. Give details of the British diplomatic post(s) involved if the application(s) was/were made abroad.**

If more space is required please continue on a separate sheet and enclose it with this application form.

**F14. Is the dependant:**

16 years old or more  - go to part G

Less than 16 years old  - go to question F15

**F15. Give details of the person who will be accompanying the dependant when he/she attends their Biometric Residence Permit appointment**

Name of responsible adult	Date of birth	Place of birth	Relationship to child

**F16. Is this person the dependant's parent/legal guardian:**

Yes  - go to part G

No  - go to question F17

**F17. Please explain why a person other than the dependant's parent/legal guardian will be accompanying the dependant.**



**H. Dependant's relationship to Main Applicant**

**H1. What is the dependant's relationship to the main applicant?**

Spouse - go to section J

Civil partner - go to section J

Other - go to question H2

Opposite or same sex partner - go to section J

Child under 18 - go to question H2 ?

If other, please give details

**H2. Does the dependant receive financial assistance from a source other than the main applicant?**

Yes - go to question H3

No - go to question H4

**H3. Please give details:**

Name	Relationship to dependant	Amount contributed to support per month (£s)

**H4. Has the dependant ever been married or in a civil partnership?**

Yes

Please give details

No

**H5. Has the dependant ever lived in a relationship akin to marriage or civil partnership?**

Yes

Please give details

No

**H6. Is the dependant working in the UK?**

Yes - go to question H7

No - go to section J

**H7. Please state the job title, number of hours worked and salary received by the dependant:**

Job title	Hours worked per week	Salary (£s)

**SECTION 4 - MAIN APPLICANT'S DETAILS**

**J. Further details**

**J1. Is the dependant applying at the same time as the main applicant?**

Yes  - go to question J4  No  - go to question J4

**J2. Under which category of the Points Based System is the main applicant applying?**

- |  |                          |                            |
|--|--------------------------|----------------------------|
| Tier 1 (General)                               | <input type="checkbox"/> | - go to question J6        |
| Tier 1 (Entrepreneurs)                         | <input type="checkbox"/> | - go to question K1        |
| Tier 1 (Exceptional Talent)                    | <input type="checkbox"/> | - go to question L         |
| Tier 1 (Post Study Work)                       | <input type="checkbox"/> | - go to question K1        |
| Tier 1 (Investors)                             | <input type="checkbox"/> | - go to Section L          |
| Tier 2 (General)                               | <input type="checkbox"/> | - go to question J3        |
| Tier 2 (Intra Company Transfer)                | <input type="checkbox"/> | - go to question J3        |
| Tier 2 (Minister of Religion)                  | <input type="checkbox"/> | - go to question J3        |
| Tier 2 (Sportsperson)                          | <input type="checkbox"/> | - go to question J3        |
| <b>Tier 4 (General) Student</b>                | <input type="checkbox"/> | <b>- go to question J7</b> |
| Tier 5 (Temporary Worker) (all sub-categories) | <input type="checkbox"/> | - go to question K2        |

**J3. Is the main applicant making an application as:**

- An initial (switching) application - go to question K2
- An extension of his/her existing leave - go to Section L
- A result of a change of employment - go to Section L

**J4. 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 J5**

**J5. Under which category of the Points Based System has the main applicant applied?**

Tier 1 (General)	<input type="checkbox"/>	- go to question J6
Tier 1 (Entrepreneurs)	<input type="checkbox"/>	- go to question K1
Tier 1 (Exceptional Talent)	<input type="checkbox"/>	- go to question L
Tier 1 (Post Study Work)	<input type="checkbox"/>	- go to question K1
Tier 1 (Investors)	<input type="checkbox"/>	- go to Section L
Tier 2 (General)	<input type="checkbox"/>	- go to question K2
Tier 2 (Intra Company Transfer)	<input type="checkbox"/>	- go to question K2
Tier 2 (Minister of Religion)	<input type="checkbox"/>	- go to question K2
Tier 2 (Sportsperson)	<input type="checkbox"/>	- go to question K2
Tier 4 (General) Student	<input type="checkbox"/>	- go to question J7
Tier 5 (Temporary Worker) (all sub-categories)	<input type="checkbox"/>	- go to question K2

**J6. 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 K1

**J7. If the main applicant has or is applying under the Tier 4 category please give start and end dates of their course of study**

From:

To:

Now go to question K5

**K. Maintenance**

Tier 4 applicants and dependants DO NOT complete K1 - K4

**Dependants of Tier 1 main applicants (Excluding Tier 1 Investor dependants)**

The dependant must have a minimum level of funds to support themselves. If they do not have the required level of funds the application will be refused. Please note dependants of Tier 1 Investors do not need to satisfy the maintenance requirement.

**K1. The level of funds the dependant 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 K3**

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

**K2. The dependant must have a minimum level of funds to support themselves. If they do not have the required level of funds the application will be refused.**


Please provide evidence of £533 of available funds - go to question K3

Maintenance certified by A-rated sponsor (for Dependants of Tier 2 only) - go to question K4

**K3. Please provide evidence that the dependant has access to available funds in order to support themselves. Funds may be in the name of the dependant or 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**

**K4. 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.

The dependant has provided a written undertaking from the migrant's A-rated sponsor that where necessary they will maintain and accommodate the family member for a month.

**Now go to Section L**

Dependants of Tier 4 main applicants

The dependant must have a minimum level of funds to support themselves. If they do not have the required level of funds the application will be refused.

**K5.** For how many calendar months will the dependant accompany the main applicant during their course of study in the UK?

		?
--	--	---

 months

**K6.** Is the main applicant making an:

- Initial application (i) - **Go to question K7**
- Application for a further period of study but does not qualify for the reduced maintenance level (i) - **Go to question K7**
- Application for a further period of study and qualifies for the reduced maintenance level (i) - **Go to question K12**

**K7.** The main applicant's primary site of study is:

Inner London		- go to question K8
<b>Outer London or anywhere else in the United Kingdom</b>		<b>- go to question K10</b>

**K8.** The dependant must have £533 for each calendar month of the main applicant's course up to a maximum of 9 months. Please state what this amount is.

£ 

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

**K9.** Please tick to confirm that the dependant has access to sufficient funds to cover this amount

Go to question K17

**K10.** The dependant must have £400 for each calendar month of the main applicant's course up to a maximum of 9 months. Please state what this amount is:

£ 

?						
---	--	--	--	--	--	--

**K11.** Please tick to confirm that the dependant has access to sufficient funds to cover this amount

**Go to question K17**

K12. The main applicant's primary site of study is:

Inner London

- go to question K13

Outer London or anywhere else  
in the United Kingdom

- go to question K15

K13. The dependant must have £533 for each calendar month of the main applicant's course up to a maximum of 2 months. Please state what this amount is.

£

K14. Please tick to confirm that the dependant has access to sufficient funds to cover this amount

Go to question K17

K15. The dependant must have £400 for each calendar month of the main applicant's course up to a maximum of 2 months. Please state what this amount is:

£

K16. Please tick to confirm that the dependant has access to sufficient funds to cover this amount

**?** K17. Does the main applicant receive support from an official financial sponsor or Government sponsor that covers the dependant as well?

Yes - go to question K18

No - go to question K21

K18. Does the financial sponsor meet the UK Border Agency definition of an official financial sponsor?

Yes - go to question K19

No - go to question K21

K19. 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

**K20. How much is the official financial sponsor or Government sponsor paying towards the dependant's maintenance**

£

**K21. Does the dependant have any maintenance outstanding?**

Yes - go to question K22  No - go to Section L

**K22. What is the total amount of maintenance outstanding?**

£

**K23. 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 L**

**L. Public funds** 

**It is mandatory to complete Section L.** If it is not complete the application will be invalid and will be returned to the dependant.

**L1. Is the dependant receiving any public funds?**

Yes - go to question L2  No - **go to Section 5** 

**L2. The public funds which are relevant for the purposes of the Immigration Rules are listed below. Please 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           | <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 & Support Allowance |  |

**L3. If the applicant or dependant is in receipt of housing and homelessness assistance please give details of whether this housing is provided by the local housing authority, a housing association, or other organisation and the name of the relevant authority and details of the arrangement.**

**L4. If the housing is provided by the main applicant's or dependant's local council/housing authority or is part of an agreement between the dependant's employer and the housing authority then please provide details below and enclose evidence of this from the local housing authority.**

**L5. Tick to confirm that you have sent:**

**An original letter from the local housing authority**

**L6. If the main applicant or dependant believes that they are subject to an exception and are eligible to claim public funds please provide details below and enclose evidence of this eligibility (if appropriate).**

**Now go to Part M**



# SECTION 5 - CONSENT TO BE GIVEN TO UKBA BEFORE REQUESTS FOR VERIFICATION ARE SENT TO THE BANK

**If the account with the bank or utility company relates to another person who is to provide the applicant with financial support, that person\* should sign the following declaration :**

I am a friend or relative whom the above-named person ('the applicant') has stated will provide financial support. The UK Border Agency (UKBA) is verifying this by checking the documentation which the applicant has supplied about my accounts with banks or utility companies (a 'company'). The company may thus reveal information about me to UKBA or to the applicant.

I agree to the company giving UKBA relevant personal data it holds about me in relation to my account. This is limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give UKBA details of any inaccuracies / discrepancies in the information that the applicant has provided, and may also disclose to UKBA the correct information that they have on record about the account.

I understand that this may involve the applicant obtaining further details about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of third party


This section is used if the bank account belongs to another person entirely.

For example: if the form is being completed for a child of a student and the main applicant student owns the bank account, the main applicant should complete this part.


Signature

code

te

\*If the account is a joint account, all customers should sign.

**SECTION 5 - DECLARATIONS**

**M. Dependant**

**It is mandatory to complete Section M. If it is not complete the application will be invalid and will be returned to the dependant.**

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

A parent CAN sign  
for a child under  
18

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

The photographs I have submitted with this application are a true likeness of myself and have my name on the back of each and I have had the opportunity to see the UK Border Agency photograph guidance.

If required by Biometric Registration Regulations, I confirm that I also apply for a biometric immigration document. If I am a sole applicant under the age of 16, or if any dependant child under the age of 16 is applying with me, I understand that the Home Office may make enquiries about any responsible adult nominated to be present when my/their fingerprints and/ or a photograph are taken.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent fraud and money laundering. I also understand that such agencies may provide the UK Border Agency with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the UK Border Agency website.

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

I agree to co-operate with UK Border Agency officials, or any other officials charged by the Secretary of State for the Home Office, with conducting pre-issue and post-issue checks on compliance with the PBS applications.

I agree to my representative (where applicable) tracking my application with the UK Border Agency, or the UK Border Agency updating my representative on the progress of my application including whether the application has been granted or refused.

I understand that if I knowingly submit any document or documents which are forged, fraudulent or not genuine, and the Secretary of State has sought to verify the documents using processes specified by him, and has been unable to verify conclusively that they are genuine, the application will be refused.











**SECTION 6 - SUMMARY SHEET**

Please complete this part of the form to help us to make sure that we have received the dependant's documents and to keep a record of them while they are with us.

In part A, tell us how many of each of the listed documents the dependant has provided with this application.

In part B, list any other documents and state how many in each case.

Continue on a separate sheet is necessary.

Part A - type of document	How many?
Passports	
Travel documents	
Biometric Residence Permits	
Police registration certificates	
Marriage or civil partnership certificate	
Birth certificate	
Driving Licence	

Part B - Other documents (continued)	How many?

Dependants must provide the required evidence as specified in this application form and Points Based System - Dependants Policy Guidance. Failure to submit required evidence is likely to lead to refusal of the application.

**Finally please ensure that your application is addressed correctly, as given on the front of this form.**

## APPLICATION FORM HELP TEXT

The following section is to help you fill in the form. You do not have to send this section with your application except for this sheet, which includes page 45 (which contains a summary sheet listing the documents you are providing in support of your application).

### 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 Dependants Policy Guidance. These documents are available on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://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 Immigration Enquiry Bureau on 0870 606 7766.

### Who should apply using this form?

This form should only be completed by individuals who are already in the United Kingdom.

#### 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.

This application form should not be used by main applicants. A separate application form is available for this purpose and can be found on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://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;
- the applicant's 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 recent identical passport-size photographs of the applicant with his/her full name written on the back of each one must be supplied;
- two recent identical passport-size photographs of any dependants who are applying with the applicant 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 our website at [www.ukba.homeoffice.gov.uk](http://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 their Police Registration Certificate with their application.

## Biometric Residence permits

On 25 November 2008, Biometric Residence Permits were introduced for foreign nationals applying for permission to remain in the UK in certain categories. The categories have now been expanded to include other categories

Everyone applying in the UK under the Tiers 1, 2, 4 or 5 categories must apply for a Biometric Residence Permit. Over the next few years, Biometric Residence Permits will be extended to other immigration applications.

Further information about these measures, which are based on powers contained in the UK Borders Act 2007, can be found on our website.

### What is the Residence Permit?

The Biometric Residence Permit is a residence permit which holds a migrant's biographic details (name, date and place of birth) and biometric information, and shows his/her immigration status and entitlements while he/she remains 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 a migrant is issued with a Residence Permit, he/she will receive a leaflet giving more information about it and explaining any obligations imposed on the cardholder.

### What are biometric features?

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

### How are biometric features recorded?

An applicant who is required by law to apply for a Biometric Residence Permit must make arrangements to have his/her biometric features recorded.

## The procedure (premium (PEO only) service applications)

If the applicant applies in person at one of our Public Enquiry Offices, the applicant and any dependants applying with him/her will be required to have their biometric features recorded after signing an acknowledgement to confirm that he/she understands what he/she is required to do.

If the applicant is a sole applicant under the age of 16, he/she must be accompanied by a responsible adult (see Children under the age of 16 below).

The applicant will then be asked to place his/her fingers, followed by his/her thumbs, on a fingerprint scanner. If his/her hands are dirty, we will ask the applicant to clean them. Once his/her fingerprints have been recorded we will then take a photograph of his/her face.

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

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

In some circumstances, the applicant may be required to attend an identity interview if we require further information to establish his/her identity.

### The procedure (postal applications)

If the applicant applies by post, he/she will be sent a notification letter informing him/her of the need to make arrangements for himself/herself and any children under 18 applying with him/her to have their biometric features recorded. The letter will specify the options available for attending to enrol his/her biometrics.

Where the applicant makes an appointment to attend a UK Government Biometric Enrolment Centre, he/she will be given a booking reference number (BRN) which he/she should enter in the BRN space in the notification letter. If he/she has given us his/her e-mail address or mobile telephone number, we will confirm

the appointment by e-mail (within 24 hours) or send a text message (within 48 hours before the date of the appointment). But we will not send a letter confirming the appointment.

When attending to enrol your biometrics, the applicant must bring his/her notification letter with him/her. Please make sure that it has his/her booking reference number on it.

If the applicant is a sole applicant under the age of 16, he/she must be accompanied by a responsible adult (see Children under the age of 16 below).

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

How and when will the applicant be notified of the outcome of his/her application for an extension of stay and for a Residence Permit?

If your 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 Biometric Residence Permit.

### **Applying in person**

If the applicant is applying in person and his/her application is successful, he/she will be sent a Residence Permit or permits for himself/herself and any children applying with him/her within 7 working days of his/her appointment. Residence Permits cannot be issued on the day of the appointment. However, if the dependant(s) do not receive the card(s) within 10 working days of the date of the dependants decision letter, please call 0300 123 2412.

### **Applying by post**

If the migrant is applying by post and his/her application is successful, his/her passport(s) and other documents will be returned to him/her. He/she will then be sent an identity card or cards for himself/herself and any children applying with him/her under separate cover within 7 working days of the date of the decision(s) on his/her application(s). However, if the dependant(s) do not receive the card(s) within 10 working days of the date of the dependants decision letter, please call 0300 123 2412.

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

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

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

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

### **What if the applicant fails to book an appointment as required?**

If the applicant is notified by letter of the need to book an appointment and fails to do so within 15 working days from the date of the letter, he/she will receive a warning letter advising him/her that failure to book an appointment will result in his/her application being rejected as invalid. If that happens, the applicant will have to resubmit his/her application for it to be considered.

### **What if the applicant fails to attend the appointment?**

If the applicant fails to attend a booked appointment, he/she will be given an opportunity to book another one within a limited period.

If the applicant fails to attend the new appointment or cancels it without a reasonable explanation, his/her application for an extension of stay is likely to be refused on the grounds of non-compliance with regulations made under the UK Borders Act 2007.

**What if the applicant fails to comply with the recording process at the appointment?**

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

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

If the applicant and/or any dependants who are applying with him/her have a medical or physical condition which may require special arrangements to be made in order for his/her biometric features to be recorded, he/she must obtain a letter or other document giving the details of any such condition and enclose it with his/her 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.

**Does the applicant need to make any special preparations before his/her biometric identifiers are recorded?**

Before the applicant attends his/her appointment, we recommend that he/she checks his/her hands and fingers are clean.

If his/her hands are not clean, we may ask him/her to wash them before we scan his/her fingerprints.

We would advise the applicant not to have any colouring or similar substances (such as henna) on his/her hands, as this could prevent us from recording his/her fingerprints on the day of your appointment.

If that were to happen, the applicant would have to make a new appointment and that would delay the consideration of his/her application.

**What if any Biometric Residence Permits issued to the applicant or any dependants of his/hers was/is lost or stolen?**

A migrant must report any lost or stolen biometric residence permit to the UKBA Card Management Service on 0300 123 2412. He/she must also report the loss or theft to the police and get a police report and crime reference number as soon as possible.

The migrant will need to provide the crime reference number and a police report (if he/she has one) when he/she applies for a replacement biometric residence permit on form BRP(RC).

**Supporting evidence**

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

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

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

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

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

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

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

#### **QUESTION - SPECIFIC HELP TEXT**

Further advice for PBS dependants on specific questions to support the completion of the application form is detailed below.

**B2-B5** PBS dependants should provide full details of their name and title. If the dependant has previously been known by any other name(s) they should provide full details of each name, the date of each change and submit the relevant supporting legal documentation.

Evidence of name change(s) should show the dependant's full name before and after the change and may include:

- deed poll documents; and
- both the old passport and the new passport.

Should the dependant submit documentation in support of their application that refers to them under name(s) not given in this section, that documentation will not be considered by the Assessing Officer.

**B7** Dependants should indicate his/her gender. If the dependant has been the subject of Gender Reassignment AND an application contains documents relating to previous identities, the dependant should provide a relevant Gender Recognition Certificate (GRC). The only exception to this is where the dependant has previously submitted their GRC with an earlier application. In such cases the dependant will therefore not be required to resubmit it.

**B10** Dependants should indicate his/her marital status.

This status may be:

- Married – a person legally married in or outside the United Kingdom;
- Civil partner – a person in a same sex relationship and who has gone through a legal ceremony in the United Kingdom under or by virtue of the Civil Partnership Act 2004, or in the country of his/her residence;
- Unmarried partner – a person in a heterosexual or same sex relationship, which has been subsisting for two years or more but is not married or in a civil partnership;
- Widow – a person whose spouse has passed away 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 United Kingdom but no longer living with his/her married partner;
- Divorced – a person married in or outside the United Kingdom whose marriage has been legally dissolved;
- Dissolved – 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.

**B11** All Home Office applications are given an individual reference number; this allows the Assessing Officers to track and link past applications. Dependants should provide his/her full Home Office Reference number. This number can be found on any previous Home Office correspondence relating to the dependant. The dependant may have numerous Home Office numbers, including HSMP reference numbers or Case ID reference numbers; the dependant should provide all such numbers.

**B14** Dependants who have made previous applications under the PBS will have been given a PBS Migrant Reference number. This allows the Assessing Officers to track and link past applications. Dependants should provide his/her full PBS Migrant Reference number. This number can be found on any previous correspondence relating to applications under the PBS.

**C1-C5** Dependants should specify under which nationality he/she entered the United Kingdom. He/she should also provide details of any other nationalities he/she currently holds or has previously held.

**C6-C8** The dependant must provide details of all passports or travel documents, current or expired, that he/she has used to enter or remain in the United Kingdom including:

- passport number
- issue date
- expiry date
- place of issue.

Where the dependant needs more space than is available he/she should photocopy the relevant page of the application form and submit this with his/her application.

Where the dependant holds, or has held, other nationalities he/she should provide the relevant passport/travel document for each nationality held and provide the above details.

The dependant must submit all of these passports/travel documents with the application. They should be original documents and not copies.

In certain circumstances certified photocopies will be accepted where the dependant does not have the original at that time. The dependant must provide details as to its location and state when he/she will provide it. The dependant must then ensure that the original document is submitted as soon as he/she can. If the passport has been lost or stolen a police crime report number/report must be provided along with details of the police station the loss was reported to and the date it was reported.

For the application to be valid and complete the dependant's current passport/travel document must be provided unless it is not available for one of the reasons specified on the application form.

**D7** Ports are defined as airports and seaports and includes points of entry where the applicant has travelled overland via the Republic of Ireland - and St Pancras International Station if the applicant has entered the United Kingdom by the Channel Tunnel.

**D13** The dependant should confirm whether he/she has ever remained beyond the end of his/her period of leave in the UK. Where an applicant's leave had been extended by virtue of Section 3C of the 1971 Immigration Act, he/she will not be considered to have remained beyond the end of his/her period of leave and should therefore complete the 'No' box in response to this question. (For further information on the provisions of Section 3C please refer to Chapter 1, Section 5 of the Immigration Directorate's Instructions).

**D26** Where the dependant is not permitted to submit a further fresh application, he/she should not proceed in completing this application form. If a dependant in this position does complete this application form, it will be returned to him/her without having been considered.

If the dependant wishes to vary the grounds of the existing application he/she must refer to Chapter 1, section 5 of the Immigration directorate instructions on our website <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idischapter1/section5/section5.pdf?view=Binary> and contact the UK Border Agency team processing the existing application.

**D29** Where the dependant is not permitted to submit a new application he/she should not complete this application form. If a dependant in this position does complete this application form, it will be returned to him/her without having been considered.

If the dependant wishes to vary the grounds of the existing application he/she must refer to Chapter 1, section 5 of the Immigration Directorate's Instructions on our website <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idischapter1/section5/section5.pdf?view=Binary> and contact the UK Border Agency team processing the existing application.

**F1- F5** If the dependant's current grant of leave was issued on a Biometric Residence Permit (BRP) he/she must also provide the BRP in order for the application to be valid, unless it is not available for one of the reasons specified on the application form.

**G1-G7** Dependants should give the full personal details of the family member who is applying under the PBS and upon whom they are dependent.

**K7** A dependant of a main applicant whose primary site of study is in inner London must show he/she has access to £533 for each calendar month he/she intends to accompany the main applicant, up a maximum of nine months

To work out amount of funding for maintenance an applicant requires he/she should multiply £533 by the number of months they will be in the UK. e.g.

£533 x 6 months of study = £3,198 of required maintenance

**K9** A dependant of a main applicant whose primary site of study is in outer London or anywhere else in the United Kingdom must show he/she has access to £400 for each calendar month he/she intends to accompany the main applicant, up a maximum of nine months

To work out amount of funding for maintenance an applicant requires he/she should multiply £400 by the number of months he/she will be in the UK. e.g.

£400 x 6 months of study = £2,400 of required maintenance

**N3** If the representative has previously submitted an application on behalf of a migrant or assisted with a sponsor application he/she should provide their PBS reference number.

**N11** The Office of the Immigration Services Commissioner (OISC) regulates United Kingdom based immigration advisers. As a requirement of Section 84 of the Immigration and Asylum Act 1999, United Kingdom representatives, who offer advice and services in relation to an application will need to be registered with the OISC, unless they are exempt from the requirements to do so. If the adviser is not a solicitor, barrister, or legal executive the dependant should check that they are OISC authorised or exempt. An adviser could be committing a criminal offence, if they act on the dependant's behalf without being OISC authorised or exempt. The representative should indicate whether they are registered, or the basis on which they are exempt from the registration requirement.

**N13** 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 register with OISC.

- 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

Representatives should indicate which organisation they are a member of.

**N14** 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.

**N15** 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.

**N16-N17** 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 registered as defined in Section 84(2)(d), (e) and (f) of the Immigration and Asylum Act 1999.

### **Section 6**

PBS dependants should complete the summary sheet before submitting his/her application.

Dependants should ensure that he/she lists all the supporting documentation he/she has submitted with his/her application. If further space is required, the summary sheet may be photocopied and attached to the original form.