



HomeOfficeCompliance@salford.ac.uk

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### **Completing the BRP replacement form (online version)**

This guide is designed to help you complete an online BRP card replacement form if you have lost, damaged or had your Tier 4 BRP stolen **within the UK only**. This guidance is not suitable if you are applying for a single entry visa to return to the UK (having lost, damaged or had your BRP stolen overseas).

If you are currently outside the UK and wish to apply for a single entry visa to enter the UK, you can find more information [here](#).

This guide is divided into three parts:

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More information about lost immigration documents can be found by visiting our webpage [here](#). Our website contains a large amount of information and resources to help you before you arrive at the University of Salford and throughout your studies here.

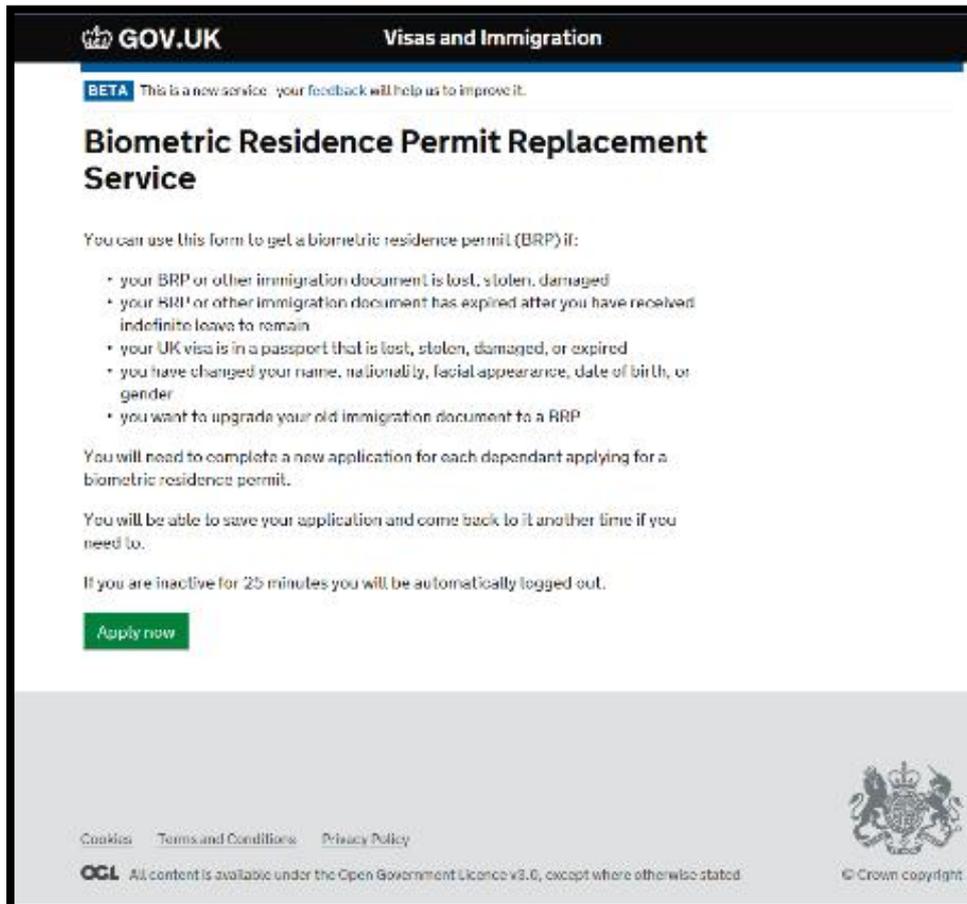
You can still complete a paper BRP replacement form if you prefer; the form and the official guidance notes from UKVI can be found [here](#).

**N.B. Please inform the Home Office Compliance team about the loss of your BRP before using this guidance.** We can be contacted by telephone: +44(0)161 2950023 (option 3, option 2) and via email: [homeofficecompliance@salford.ac.uk](mailto:homeofficecompliance@salford.ac.uk) during core business hours 9am to 5pm Monday to Friday (excluding university closure and public holidays).

## Part 1. Completing the online application form

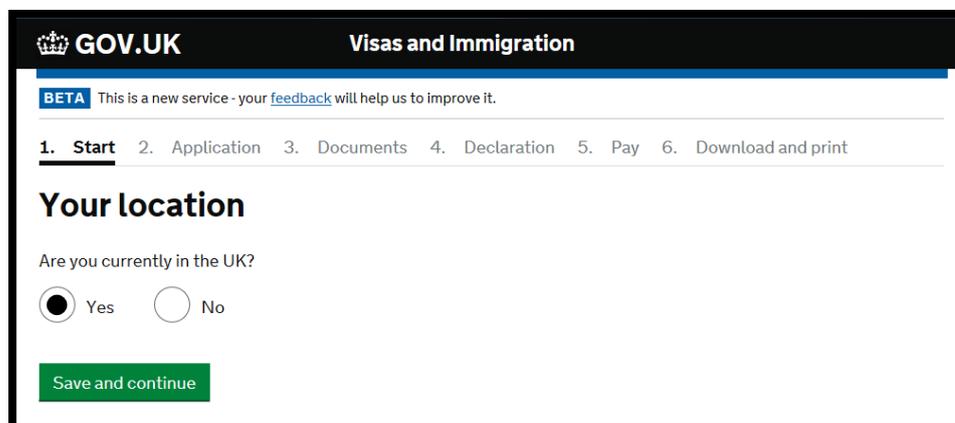
1. Navigate to the below link and click 'Apply now'.

<https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service>



The screenshot shows the GOV.UK website for the Biometric Residence Permit Replacement Service. The header includes the GOV.UK logo and 'Visas and Immigration'. A 'BETA' banner states: 'This is a new service - your feedback will help us to improve it.' The main heading is 'Biometric Residence Permit Replacement Service'. Below this, it explains that the form is for getting a BRP if: your BRP or other immigration document is lost, stolen, damaged; your BRP or other immigration document has expired after you have received indefinite leave to remain; your UK visa in a passport that is lost, stolen, damaged, or expired; you have changed your name, nationality, facial appearance, date of birth, or gender; or you want to upgrade your old immigration document to a BRP. It also notes that a new application is needed for each dependant and that the application can be saved. A green 'Apply now' button is visible. The footer contains links for Cookies, Terms and Conditions, and Privacy Policy, along with the OCL logo and copyright information.

2. Click 'Yes' you are currently in the UK (this form can only be used when making an application from inside UK);



The screenshot shows the 'Your location' step of the application process. The header is the same as the previous page. A progress bar at the top shows six steps: 1. Start (highlighted), 2. Application, 3. Documents, 4. Declaration, 5. Pay, and 6. Download and print. The main heading is 'Your location'. The question is 'Are you currently in the UK?'. There are two radio buttons: 'Yes' (selected) and 'No'. A green 'Save and continue' button is at the bottom.

3. Unless you are using a solicitor or specialist immigration adviser to complete your application, please select 'No' and press continue;

Do you have an immigration adviser?

Immigration advisers can advise you on immigration law. For more information, click [here](#).

Yes  No

**Save and continue**

4. Create an account with your main email address (a mailbox that you check daily) and a memorable password;

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Email address

Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

5. Fill in your full name (including any middle name) that matches your passport exactly;

What is your name, as shown in your current biometric residence permit or immigration document?

If you do not have a biometric residence permit or immigration document, enter your name as shown on your current passport or travel document. For recognised refugees, stateless persons or beneficiaries of humanitarian protection without these documents, enter the name by which the Home Office knows you.

Title

Given names

Family name

6. If you have never used another name, please select 'No' and continue; otherwise select 'Yes' and provide details:

Are you now or have you ever been known by another name?

This includes your maiden name and other names you use or have used in the past.

Yes  No

7. Fill in your current UK address – please note that you or a named person with your valid ID should be there to sign for your new BRP card upon delivery.

The screenshot shows a form with the following elements:

- Telephone number**: A text input field.
- Home address**: A text input field with the instruction "This must be in the UK" below it.
- Enter a UK postcode**: A text input field.
- Find UK address**: A green button.
- Enter address manually**: A blue link.

8. Follow the on-screen instructions and fill in your current passport and national insurance number information and press 'continue';
9. You should provide full details of any criminal convictions – [Annex D Good character Guidance](#) gives an overview of the type of convictions you should include that are relevant to your UK visa application, if you don't have any, please select 'No';

The screenshot shows the 'Convictions and other penalties' form on the GOV.UK website. The page header includes 'GOV.UK', 'Visas and Immigration', and 'EXAMPLE EXAMPLE'. A progress bar shows steps: 1. Start, 2. Application (current), 3. Documents, 4. Declaration, 5. Pay, 6. Download and print. The form title is 'Convictions and other penalties'. The question is: 'At any time have you ever had any of the following, in the UK or in another country? Only select one answer at a time. If you need to give more than one answer, you can do so on another page.' The options are:

- A criminal conviction
- A penalty for a driving offence, e.g. disqualification for speeding or no insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

Below the options, it states: 'You must tell us about spent as well as unspent convictions'. At the bottom is a green 'Save and continue' button.

10. Follow the on-screen instructions and provide your answers correctly and honestly.
11. Select 'Yes' if you have been granted leave to remain indefinitely in the UK and provide the details; as a University of Salford student who is currently sponsored on a Tier 4 visa, you should select 'No' and continue:

Have you obtained settlement or been given indefinite leave to enter or remain in the UK?

This means you have been given the right to live in the UK permanently. You would have been given indefinite leave to remain or indefinite leave to enter. You may also have a 'no time limit' stamp or documents confirming there are no time limits on your residency in the UK.

Yes  No

12. Use the guidance to fill in the details below:

How was your visa or leave granted?

You can find this on your biometric residence permit or immigration document, if you have one.

Entry clearance If you applied for your last visa from outside the UK and were issued with a visa vignette on your passport **ONLY (i.e. NO BRP)**

Leave to enter If you applied for your last visa from outside the UK, were issued with a visa **vignette** to enter UK **and** collected your **BRP card** in the UK;

Leave to remain If you applied for your last visa from within the UK and were **only** issued with a **BRP card**.

What is the start date of your current visa or leave to remain?

Enter date in the format DD MM YYYY

Day    Month    Year

If you have selected '**Entry clearance**', please provide the start date and end date as stated on your visa vignette; otherwise, please fill in details from your **BRP**

What is the end date of your current visa or leave to remain?

Day    Month    Year

13. Select 'No' to both of the below questions if you are currently on a Tier 4 student visa:

Are you recognised as a refugee in the UK or have you been granted humanitarian protection by the UK?

Yes  No

Are you dependant on someone who is recognised as a refugee in the UK or who has been granted humanitarian protection by the UK?

Yes  No

14. Please continue your application following the on-screen instructions.

15. Use the guidance to fill in the details below:

Are you able to provide a biometric residence permit (BRP) card with this application?

This is a card with your name, date of birth, nationality and picture. It describes your entitlement to be in the UK. You might not have a BRP card. Select 'No, I do not have a BRP for my most recent leave' if you do not have this card.

Yes

No, my BRP is lost or stolen

If you don't know your BRP number, contact the Home Office Compliance team via [Homeofficecompliance@salford.ac.uk](mailto:Homeofficecompliance@salford.ac.uk) to request a paper copy of your BRP

Enter your BRP number, if you know it  
This is the number in the top right corner of your BRP card

No, I have already sent my BRP to the Home Office

If you do not have a BRP card.

No, I do not have a BRP for my most recent leave

16. Provide details of the incident(s) that lead to the loss of your immigration documents:

When was your document lost or stolen?  
Enter date in the format DD MM YYYY

Day    Month    Year

How was your document lost or stolen?

Maximum of 500 characters

Where was your document lost or stolen?

17. Confirm whether you have already reported your BRP loss to the Home Office. If you have already done so, please select 'Yes' and provide details. If you have not done so yet, please select 'No I am reporting it now':

Have you previously reported the loss or theft to the Home Office?

Yes

No, I am reporting it now

When did you report the loss or theft to the Home Office?  
Enter date in the format DD MM YYYY

Day    Month    Year

How did you report it?

Using the existing lost or stolen online form

Other

N.B: You'll need to replace your BRP if it is lost, stolen or damaged and it was valid for at least another three months. You can be fined up to £1,000 and made to leave the UK if you don't apply for a replacement in time.

18. Provide details of your report to the Police (you have to do this before proceeding to the next stage of your BRP replacement application):

Have you reported the loss or theft to the police?

Yes     No

Date loss or theft reported to the police  
Enter date in the format DD MM YY

Day    Month    Year

Location of the police station reported to

Crime reference number (if you have one)

Do you have a police report?

Yes     No

You can report your lost documents **online** via: <https://www.reportmyloss.com/uk/>. Once the report is completed online, a reference number will be generated.

## Part 2. Signing UKVI declaration

19. Proceed to **verification consent** as per the on-screen instructions:

### Verification Consent

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

[Declaration of consent for the Home Office to request verification checks](#)

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

[Save and continue](#)

**DOWNLOAD, PRINT, SIGN and POST the consent form with your application.**

You need to verify that you give consent for the Home Office to check the information you supplied on your form with third parties. For example, if you used a bank statement to confirm your address, the Home Office may verify this information with your Bank.

If you are using a joint account or joint utility bill the other named person/s on that bill will need to sign page 2 of the declaration to confirm their consent to allow the Home Office to check this information.

**Failure to print, sign and send the declaration form along with the other required documents may result in a delay or refusal of your application.**

### Consent for the Home Office to request verification checks for joint accounts or third party support

Is the account with a bank or utility company for which you have supplied information and supporting documentation held jointly by you and other people?

Yes  No

Does the account with the bank or utility company for which you have supplied information and supporting documentation relate to another person who is to provide you financial support?

Yes  No

[Save and continue](#)

[Return to this application later](#)

## 20. Proceed with the document checklist:

### Documents

#### Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The China passport or travel document for Miss EXAMPLE EXAMPLE

Two passport photos for Miss EXAMPLE EXAMPLE

All passport photos must:

- have the applicant's name written on the back
- meet all of the [passport photo requirements](#)

Proof of address

You must include one of the following:

- your driving licence
- a utility bill
- a bank statement
- a council tax statement

If you don't have any of the above, include a letter from a GP containing your name and address.

#### Other documents

If you do not provide these documents, your application may be delayed or refused.

Police report for your lost or stolen document

This page advises you which documents you should submit with your application.

If you are using the Standard Service you must submit these documents within 15 days of submitting your on-line application.

If you are using the **Premium Service** you must take these documents with you to your appointment.

Failure to submit these documents can result in a **delay** of your application or your application being **rejected**.

## 21. Sign the declaration form:

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting documents
- the photograph is an accurate likeness

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, the application will be refused and the applicant may be banned from the UK and prosecuted.

I confirm that:

I am the applicant

I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

## Part 3 selecting your service option and making payment

22. Please select your service option:

Select a service from the options below

**Standard service : pay 56.00 GBP** in total, most people get a decision within 8 weeks

**Premium Service : pay 666.00 GBP** in total, most people get a decision on the same day

You can select whether to make a Standard or a Premium application:

1. **The Standard Service** requires you to submit your documents by post within 15 days. A decision on the application is made within 8-10 weeks;
2. **The Premium Service** requires you to attend an appointment at a Premium Service Centre and you will receive a decision the day of your appointment. If successful, your BRP will be processed within 10 working days of your appointment.

You will have the opportunity on the next page to see the dates and times for the next available appointments.

23. Finally, make your payment and print out your application checklist:

**A:** if you have selected the **standard service** option, post the checklist page along with the documents mentioned on your checklist to the address provided by UKVI, via Royal Mail Special delivery. An envelope guide can be found [here](#).

**B.** if you have selected the **premium service** option, take your checklist page and the required documents to your appointment with UKVI.