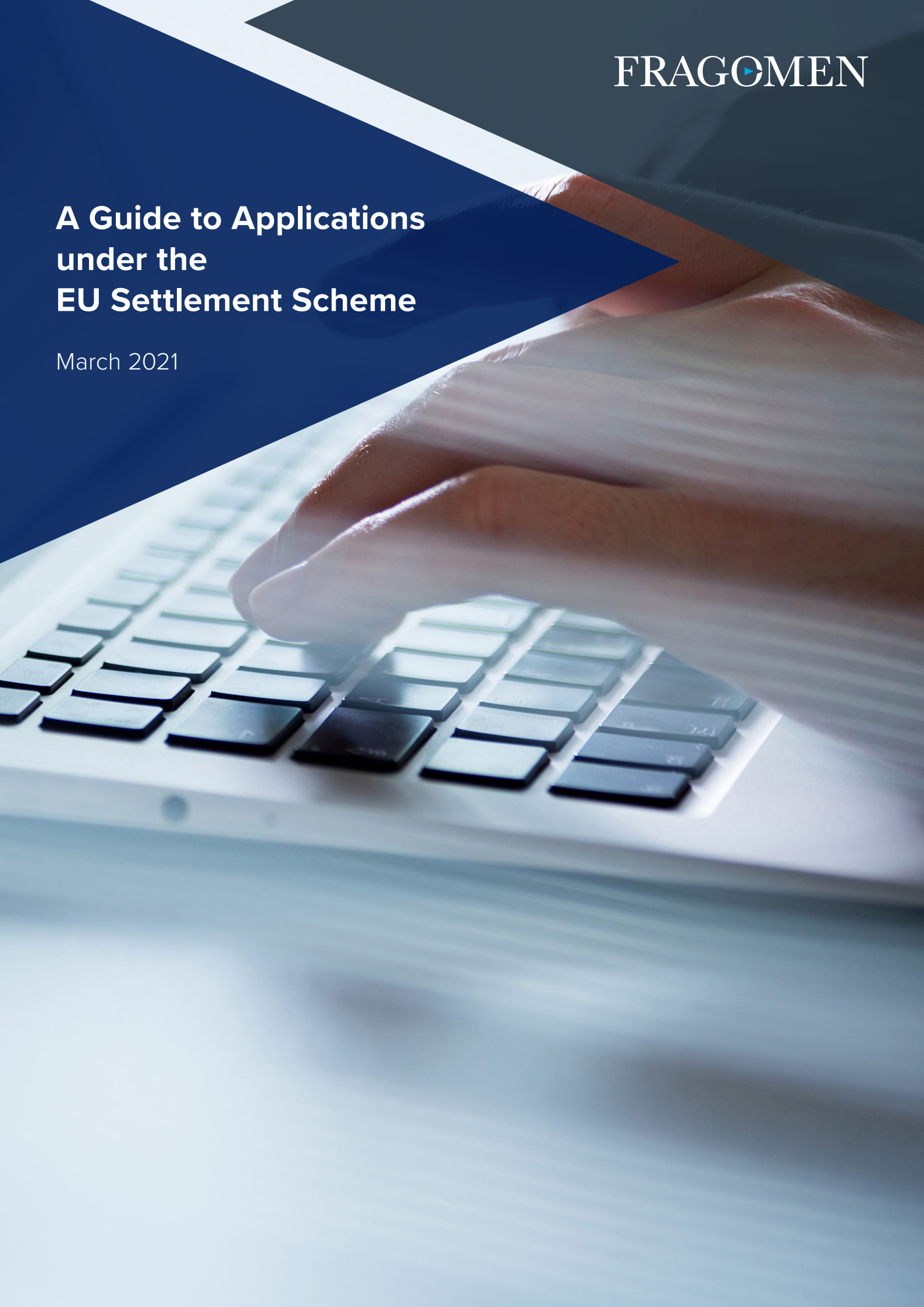


# A Guide to Applications under the EU Settlement Scheme

March 2021



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# Introduction

## BREXIT AND THE EU SETTLEMENT SCHEME - THE KEY POINTS



The UK's exit from the EU, "Brexit", will mean that European nationals living in the UK will need to make an application to the UK Visas and Immigration (UKVI) to continue their residence in the UK. The deadline to apply via the scheme is 30 June 2021 for those present in the UK before 31 December 2020.



This guide is only applicable for:

- EU nationals who have a biometric passport or a biometric identity card or
- Non-EU nationals who currently have a valid UK biometric resident card as a family member of an EU national.

Non EU nationals who do not yet hold a Biometric Residence Card as the Family Member of an EU national will follow a different version of the process set and will need to attend an appointment in the UK to submit their biometrics. Please contact your Fragomen representative should you need assistance.

You must be either in the UK or living in the EEA or Switzerland to apply under this Scheme

- If you are a non-EU national but you do not currently have a Biometric Residence Card, please contact your Fragomen representative who will be able to advise you on the application process.
- If you are currently living outside of the UK, EEA and Switzerland, please refer to page 18 and contact your Fragomen representative who will be able to advise you on the possible next steps.
- This guide should not be considered legal advice as this is a complex area and the government's proposals will affect different people in different ways. That said, our guide should help you complete the application process for either Pre-Settled or Settled Status.

## What the law currently says about EU nationals living in the UK



EU nationals will be expected to make an application for Settled Status where they have lived in the UK for five years or more, have not spent over six months overseas in any 12 month period and do not have a serious criminal record



Those with under five years residence will be able to apply for Pre-Settled Status before switching to Settled Status upon completion of five years of continuous residence in the UK



EU nationals who already hold Permanent Residence will need to apply for Settled Status as they are required to convert their status to remain in the UK



If you are an Irish national, you are not required to apply as your rights will be protected under the Common Travel Area Agreement but you can apply if you want to. However, if you have any non-EU dependants living in the UK with you, they will be required to apply

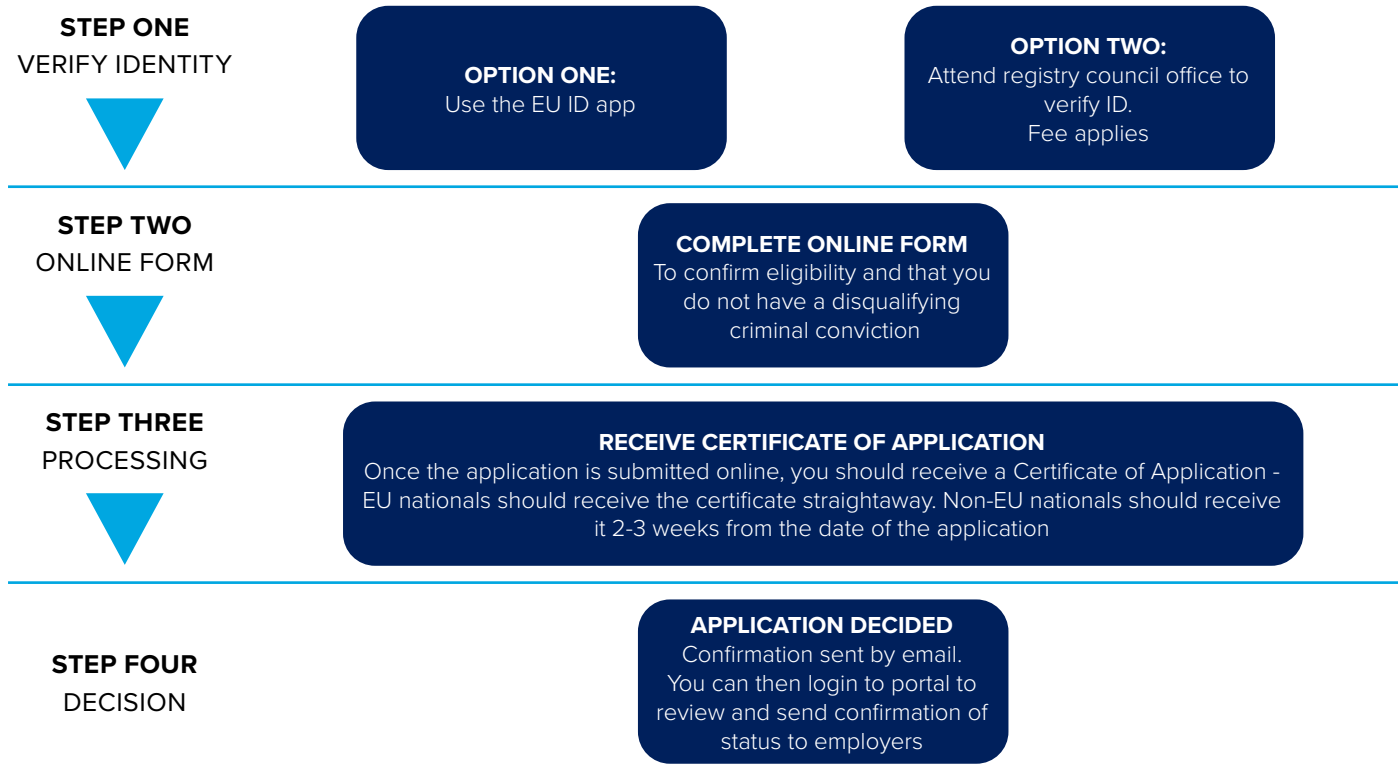


The UKVI system will check residence against tax and benefit records. If a tax or benefit record does not cover a person's entire period of residence, the applicant may be asked to provide further evidence



The UKVI will undertake criminality checks as part of the application process. The UKVI will decide on the seriousness of a criminal record on a case-by-case basis, but broadly speaking an application will be refused where there has been extended or repeated prison sentences

## THE APPLICATION PROCESS



### Before you begin

To make an application, you will require the following:

- Access to the internet on a computer, tablet or smartphone
- If you are looking to use the EU Exit ID App to confirm your identity, you will need an Android or Apple device iOS13.2 or newer. (please see below for further details).
- Your mobile phone (as the validation number will be sent to your device)
- Access to your email account
- Your original ID document (see Part 1 below)
- Your National Insurance number, (if you have one)
- You may also need to provide proof of residence (e.g. P60s, bank statements, utility bills)
- You may also need to provide proof of your relationship to the EEA national if you apply as a family member

### Android device requirements:

Your device will need:

- Android 6.0 or above – you can find this in your device settings
- At least 135MB of storage space to install the app
- To be connected to 3G/4G or WiFi
- NFC – you can find this in your device settings

### Apple device requirements:

Your device will need:

- iPhone 7 or above
- May need to complete a software update to install the app.
- To be connected to 3G/4G or Wifi
- Not iPad
- At least 120MB of storage space to install app

# PART 1: PROOF OF IDENTITY

As part of the application process, you will need to submit evidence of your identity.

If you have a biometric passport or a biometric national ID card (as an EU national) or Biometric Residence Card (as a non-EU national applying on the basis of your relationship to an EU sponsor), you can either submit proof of your identity by:

1. The EU Exit: ID Document Check app (please follow Part 1, option 1 in the guide) or
2. ID Document Scanner Location (please follow Part 1, option 2 in the guide)

## OPTION 1: USING THE EU EXIT: ID DOCUMENT CHECK APP

You will progress through the following steps:

- Step 1:** Download the app
- Step 2:** Confirm Privacy Policy
- Step 3:** Create your profile
- Step 4:** Scan your ID document
- Step 5:** Checking your document's information
- Step 6:** Scan your face
- Step 7:** Review the scanned information
- Step 8:** Take a photo
- Step 9:** Complete your application

The app will:

- Check that your identity document is genuine
- Verify that the document belongs to you

Using the app will take approximately 10 minutes. You will need access to your mobile phone and email.

### STEP 1

Download the App



Go to the Google/Android or Apple App Store and search for "EU Exit: ID Document Check app and download this to your device

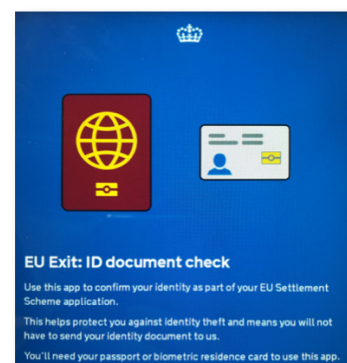


### STEP 2

Confirm the Privacy Policy



Open the app and swipe through the overview screens and click 'Start'. Confirm you are happy with the Terms and Conditions and the Privacy Policy by clicking 'OK'





### STEP 3

#### Create your profile



You will be asked to confirm if you are an:

- EU national or
- A dependent family member of an EU national.

If you are an EU national, you will have the option to use your EU passport or your national identity card if it has a biometric chip.

You will then need to provide your mobile number and email address as this will allow you to access your profile in the future.

It is important that you have immediate access to your mobile phone as you will be sent a one time access code to the number that you provide. You will need this to continue with your process.

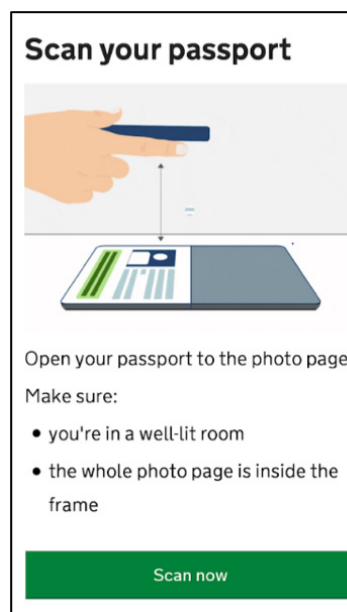
### STEP 4

#### Scan your ID document



- You must scan the photo page of your ID document using the camera on your device. The full page must be inside the frame, including the two lines at the bottom of the passport or biometric card.
- The app will prompt you to adjust your device to make sure you capture your document effectively. These prompts will appear in a text box at the top of your screen
- You must make sure you include all the information in the frame.

**If you are having problems, you should take the photo of the document at arm's length.**



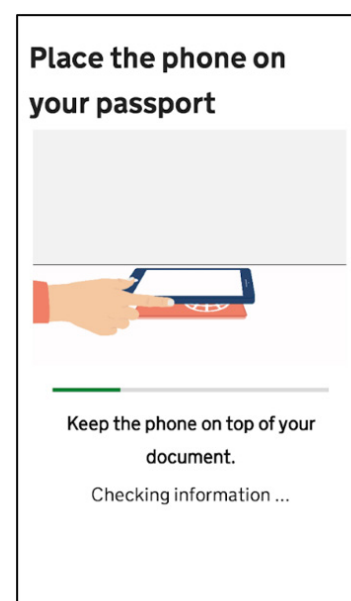
### STEP 5

#### Checking your document's information



- The app will check the information contained in your ID document by reading the biometric chip.
- You should remove any cases or covers from your document and device you are using.
- Place the device on the document. If the app doesn't recognise your document once you have placed the device on top of it, you should slowly move the device around the document until the app recognises it.
- A progress bar will let you know when the check begins and when it is complete. You should not move the device until the check is complete.
- You should also make sure the volume is turned up. You will hear a beep when the document has been recognised.

- **If you continue to have problems, place the phone on the reverse cover or the photo page or turn the BRP card over.**
- **If the app is not able to read the chip in your document, either due to a damaged chip or some other reason, the UKVI will ask you to send your passport to them for manual checking of your identity and nationality. See Step 12.1 for more information.**



## STEP 6

### Scan your face



- You will then be prompted to scan your face.
- You should hold your device's camera in front of your face until the scanning is complete. The screen will flash as it scans your face.
- You can skip this step and provide different evidence to prove your identity if flashing lights may cause you difficulties.
- You can do this by going to the 'Find out more' menu and selecting 'Skip this step'.
- You will not need to scan your face if you are 10 years or younger.

## Scan your face



**!** The screen will flash as it scans your face.

**?** Find out more

Scanning takes a few seconds. Follow the instructions on the screen. We'll

Scan face

## STEP 7

### Review the scanned information



Once you have scanned your passport and your face, you will be able to review all of the information that the app has scanned.

**Please note that there is an idiosyncrasy with the scanned information. The date of birth and date of expiry is scanned as year-month-day format. Please do note this when you are reviewing the information.**

**Send your information**

This is the information that has been scanned from your document.

Number	XXXXXXXX
Country	XXX
Surname	XXXXXXXX
Given names	XXXXXXXX
Date of birth (YY-MM-DD)	XX-XX-XX
Sex	X
Nationality	XXX
Date of expiry (YY-MM-DD)	XX-XX-XX

Submit information

## STEP 8

### Take a photo of yourself



After you have reviewed the information, you will then be asked to take a photo of yourself.

#### You should:

- Look straight into the camera.
- Have a neutral expression – do not smile or frown.
- Remove tinted glasses, for example sunglasses.

#### Your photo should:

- Be well-lit.
- Have no other faces in the background.
- Taken against a plain background.

## Take your photo



This is for the record that proves your status in the UK.

Make sure you:

- are in a well-lit room
- look straight at the camera

Take photo

## STEP 9

Complete your application

You will now be required to complete the rest of the application online to confirm the length of residence in the UK.

**Please go to Part 2 for instructions.**

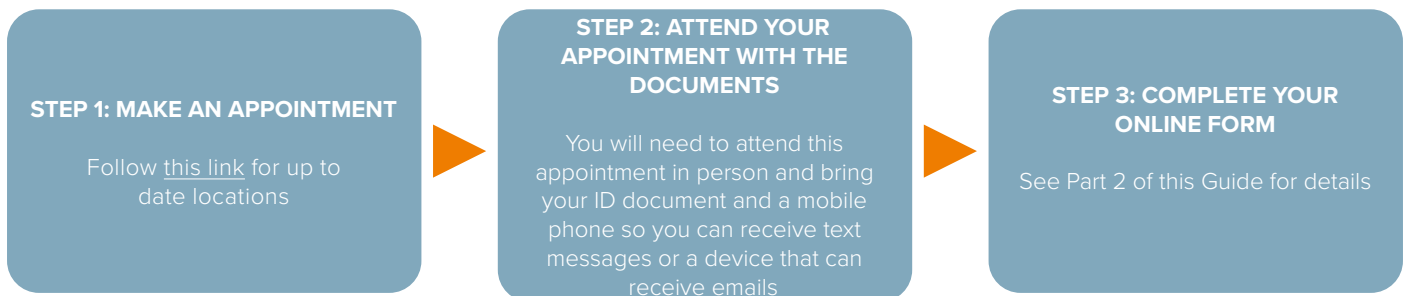
## OPTION 2: USING A DOCUMENT SCANNER LOCATION

### What is a Document Scanner Location?

- If you cannot use the EU Exit: ID Document Check app, you will be able make an appointment at a Document Scanner Location to have your ID document scanned and verified for you.
- The purpose of the scan is to confirm your identity so that you will be able to make an application under the EU Settlement Scheme.
- It only accepts biometric passports from an EU country, Iceland, Norway and Switzerland. It does not accept national ID cards
- If you choose to have you ID document checked at a Document Scanner Location, you need to attend the appointment first and then proceed with completing the application (Part 2 below)

### Charges

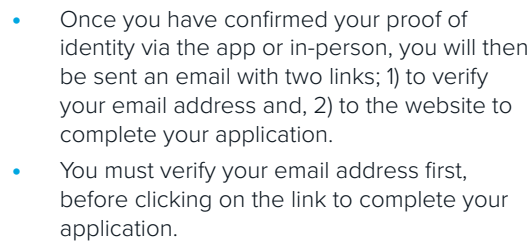
- You will be charged a nominal admin fee to attend one of the Document Scanner Locations.
- In some cases, you may need to attend a further appointment or send the Home Office your ID document for a decision to be made on your application. If this happens, you will not usually be entitled to a refund.





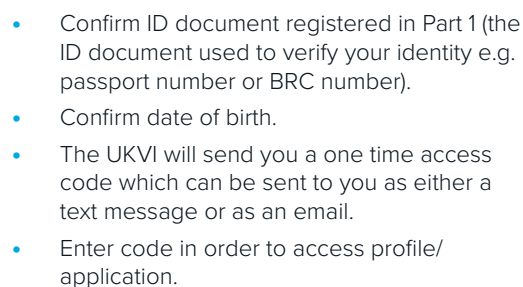
<b>Step 1:</b>	Verify email address	<b>Step 8:</b>	Set security questions
<b>Step 2:</b>	Access profile and application	<b>Step 9:</b>	Declaration
<b>Step 3:</b>	Landing page	<b>Step 10:</b>	Immediate Assessment
<b>Step 4:</b>	Application type	<b>Step 11:</b>	Evidence of relationship with EU national
<b>Step 5:</b>	Residence in the UK	<b>Step 12:</b>	Confirmation of submission
<b>Step 6:</b>	Criminality Checks		
<b>Step 7:</b>	Review answers		

## Verify email address



<https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>

## Access profile and application



## FRAGOMEN

### STEP 3

Landing page



- Once you have submitted the security code, you will then be directed to the landing page which confirms the various stages of the application.

Apply to stay in the UK after it leaves the EU

You need to complete every section.

Identity **COMPLETED**  
[View answers](#)

Application type

Residence in the UK

Criminal convictions

Digital photo **COMPLETED**

Submit answers

### STEP 4

Application type



- On the landing page click 'Application type'.
- You will then be asked a series of questions to help the UKVI assess which type of Status you are eligible for.

#### STEP 4.1

Confirm if you have dual nationality or previous nationalities



- You will need to confirm whether you hold any other nationalities.
- If you do, you will need to click 'yes' and confirm the other nationalities that you hold.
- You will then be asked if you held previous nationalities that you have renounced.

Do you have dual nationality?

This means you have more than one current nationality.

☐ Yes

☐ No

Continue

[Save and return later](#)

What is your other country of nationality?

Other country of nationality

[Add another current nationality](#)

Continue

[Save and return later](#)

Do you have any previous nationalities?

Countries where you used to have citizenship but don't anymore.

☐ Yes ☐ No

Continue

[Save and return later](#)

#### STEP 4.2

Do you hold Permanent Residence?



- You will need to confirm if you have a valid Permanent Residence card.
- An EU Registration Certificate is not Permanent Residence.**
- If you have a valid UK Permanent Residence card, you will need to submit your Permanent Residence number which can be found in the top right hand corner of the card.**
- If you do not know the number or you have lost your Permanent Residence card, you can state that you are unable to provide this number.**

Do you have a valid UK permanent residence card?

We will use this to work out whether you have to pay for this application.

Check the 'type of document' section on the card. If it says 'Registration certificate' answer 'No' to this question.

 Type of Document Permanent Residence Card ☒

 Type of Document Registration certificate ☐

☐ Yes ☐ No

Continue

### STEP 4.3

#### Indefinite Leave to Remain (ILR)



- You will need to confirm whether you have ever been granted Indefinite Leave to Remain. This can either be evidenced by a stamp on your passport or a Biometric Residence Card.
- If you have been granted ILR, you will need to provide the approximate year that this was granted.
- **If you are an EU national please proceed to Step 4.5.**
- **If you are applying as the dependant of an EU National please complete Steps 4.4 to 4.5.**

**Have you ever been granted indefinite leave to remain (ILR)?**  
ILR is a type of immigration status you would have applied for. You'll usually have a stamp in your passport if you have it.

By answering yes to this question, you confirm that your ILR status is valid. This means you have not:

- been out of the UK for a continuous period of more than 2 years since getting ILR
- lost your ILR status for any other reason for example, you were deported

☐ Yes  
☐ No

### STEP 4.4

#### Has your EU Spouse applied for Settled Status?



- If your EU sponsor has already applied for Settled Status they will have been sent an application number by email. You should include this on your application.
- Please also include their given name and surname.
- If you select 'no' you will be required to submit evidence of their status as a qualifying EU national.

Has your sponsor applied for settled status?

☒ Yes

Your sponsor's details

<https://apply-for-eu-settled-status.homeoffice.gov.uk/eu-settlement/0/application-type>  
Apply for Settled Status

Given names

Also known as their first and middle names.

Surname

Include all their surnames, if they have more than one.

What's their application number?

This will be on any emails they received about their application, for example 3434-0000-0000-0001. If you cannot find their application number, leave blank.

☐ No

### STEP 4.5

#### EU national - review answers



- You will have an opportunity to review all of your answers for this section before moving on to the next section.

**Check your application type answers**

Dual nationality	<a href="#">Change</a>
Yes	
Dual nationality country	<a href="#">Change</a>
Australia	
Previous nationality	<a href="#">Change</a>
No	
Permanent residence card	<a href="#">Change</a>
No	
Indefinite Leave to Remain	<a href="#">Change</a>
No	

[Continue](#)

[Save and return later](#)

### STEP 5

#### Residence in the UK



- On the landing page click 'Residence in the UK'.
- You will then be asked a series of questions to help the UKVI assess your residence in the UK.

[Back](#)

**What is your address in the UK?**

Postcode

[Find Address](#)

[Enter address manually](#)

[I don't know what address to use](#)

[Save and return later](#)

### STEP 5.1

#### Confirm whether you are in the UK



- You will be asked to confirm whether you are in or outside of the UK.

**Are you in the UK now?**

☐ Yes, I am in the UK

☐ No, I am outside the UK

[Continue](#)

## STEP 5.2

Confirm if you have  
a National Insurance  
number



- You will then be asked for your National Insurance (NI) number which will be the primary method of assessment for the Home Office to determine if you are eligible for Pre-Settled Status or Settled Status
- You can find your NI number on your payslip, P60 or any letters that you have received from the UK Government in respect of tax, pensions and benefits
- You can also find it through your personal tax account (on gov.uk)

**If you do not have an NI number, you can select 'no' to move on to the next section. You will need to provide additional information to prove your UK residence later on in the application**

**Do you have a National Insurance Number?**  
You will usually have a National Insurance number if you are over 16 and have been an employee, self-employed or received state benefits.

☒ Yes  
☐ No

Your National Insurance Number  
For example, JJ123456C

[How we use your National Insurance number](#)

[Continue](#)

## STEP 6

Criminality checks



- On the landing page click '**Criminality checks**'
- You will then be asked a series of questions to declare any criminal convictions.

**Have you ever been:**

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

This includes offences in the UK or any other country

☐ Yes  
☐ No

[Help with this question](#)

[Back](#)

**Have you ever supported, encouraged or been involved in:**

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

☐ Yes  
☐ No

## STEP 7

Review answers



- Before you submit your application you will be able to review your answers and amend them if applicable before proceeding to submit your application

## Apply to stay in the UK after it leaves the EU

You need to complete every section.

<b>Identity</b>	COMPLETED
<a href="#">View answers</a>	
<b>Application type</b>	COMPLETED
<a href="#">View answers</a>	
<b>Residence in the UK</b>	COMPLETED
<a href="#">View answers</a>	
<b>Criminal convictions</b>	COMPLETED
<a href="#">View answers</a>	
<b>Digital photo</b>	COMPLETED
<a href="#">Submit answers</a>	

## STEP 8

Set security questions



- Once you click 'submit answers', you will then be asked to answer three different security questions
- If you need to speak to the UKVI about your application, they may ask you for answers to these questions to verify your identity

**Please make a note of the answers  
for future reference**

**Your security information**  
Answer one question from each set of questions. If you need to speak to us about your application we may ask you for answers to these questions to make sure that we're talking to you.

Make sure that you make a note of your answers or give answers you will remember. If you contact us and cannot tell us the answers you have given, we may not be able to discuss your application with you.

**First set of questions**  
Give an answer to one of the questions in this set.

☐ What is the name of the first school you went to?  
☒ In what city or town did your wedding take place?

☐ What is the first job you ever had?  
☐ What is the last name of your favourite teacher from when you were at school?  
☐ In what city or town did your mother and father meet?

## STEP 9 Declaration



You will be asked to submit a declaration to confirm that:

- The information you have given is correct to the best of your knowledge;
- You are eligible and have been resident in the UK for either
  - The period the data shown if you accept this or
  - The period you apply for, if you disagree with the UKVI's calculation of your UK residence
- If you had been helped with the application, please select the option of 'applying on behalf of the applicant'. Please note that you will be asked to provide details of the individual or agent that assisted you with the application and whether you give consent for that person to act on your behalf

### Contact details

We need the details of anyone helping with an application or applying on behalf of someone else. This will help us contact the right person if we need more information.

#### Who has helped with the application?

☒ Immigration adviser

Given names

Surname

Email

Phone number

☐ Assisted digital

☐ Family or friend

☐ Social worker or local authority

☒ Employer

☐ Charity or community group

☐ Other

#### Do you give your consent for that person to act on your behalf?

If you choose yes, we will be able to discuss your application with them and let them know what our decision is.

☐ Yes

☐ No

Continue

#### Confirm if you're:

☐ the applicant

☒ applying on behalf of the applicant

### Contacting you about your application

If we need more information, we'll usually contact you by email first and then by phone call if you don't reply. If you prefer, we can contact you by phone straight away.

☒ I want to be contacted by phone

## STEP 10 Immediate assessment



- After you have submitted your application, the UKVI will undertake an automated check of your UK tax and benefit records. You will see the results immediately.

### You'll be considered for pre-settled status

The tax and benefit history we could match to you indicate that you've been continuously resident in the UK for less than 5 years.

#### What this means

You'll be considered as eligible to stay in the UK for the next 5 years. You'll have the same rights as you do now.

You can apply to stay without a time limit (known as 'settled status') when you've been resident in the UK for 5 years - including the years you have already been resident. You won't need to pay again.

#### If you've been in the UK for 5 years already

There may be gaps in our record or we may not be able to match our records to the information you have given.

You can provide evidence to show you've been resident in the UK for 5 years in a row. We will consider you for settled status.

If we find a mistake in your application, we'll contact you to help you correct this.

#### What do you want to do?

☐ Submit application for pre-settled status

☐ Show I'm eligible for settled status

## STEP 10.1A Considered for Settled Status



- If the UKVI can view five years of tax records, you will be considered for Settled Status. **Proceed to Step 12. If not eligible, continue steps below.**

### You will be considered for settled status

#### What this means

The tax and benefit history we could match to you indicate you've been continuously resident in the UK for at least 5 years.

Submit application

[Save and return later](#)

## STEP 10.1B Considered for Pre-Settled Status



If you have been considered for Pre-Settled Status, you will be given two options:

- A) Submit an application for Pre-Settled Status as you have resided in the UK for less than five years; or;
- B) Provide evidence that you are eligible for Settled Status as you have been continuously resident in the UK for over five years

If you believe that you have been residing in the UK for longer than the results indicate, you will be able to upload photos or scans of documents as additional evidence of your UK residence.

### You'll be considered for pre-settled status

The tax and benefit history we could match to you indicate that you've been continuously resident in the UK for less than 5 years.

#### What this means

You'll be considered as eligible to stay in the UK for the next 5 years. You'll have the same rights as you do now.

You can apply to stay without a time limit (known as 'settled status') when you've been resident in the UK for 5 years - including the years you have already been resident. You won't need to pay again.

#### If you've been in the UK for 5 years already

There may be gaps in our record or we may not be able to match our records to the information you have given.

You can provide evidence to show you've been resident in the UK for 5 years in a row. We will consider you for settled status.

If we find a mistake in your application, we'll contact you to help you correct this.

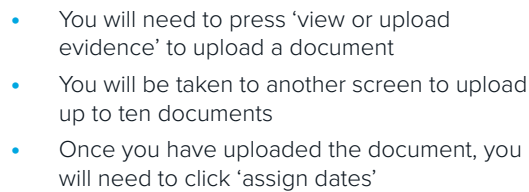
#### What do you want to do?

☐ Submit application for pre-settled status

☐ Show I'm eligible for settled status



Upload documents  
to prove eligibility  
(for Settled Status or  
Pre Settled Status)



## Complete your application

You have chosen to provide evidence for settled status.

[Change](#)

### What evidence to provide

1. View the [years you need to provide evidence for](#).
2. Read the guide about [what to use as evidence](#).

### Add your evidence

1. Take a scan or photo of your evidence.
2. Save it somewhere you can easily find on your computer or device.
3. Upload your evidence. (Each document must be no more than 6MB in size. You can upload a maximum of 10 documents.)
4. Enter the dates it covers.

[View or upload evidence](#)

**If you can't provide evidence**

You can tell us if you can't provide evidence for some residence periods, or at all. A caseworker will contact you after you submit your application and help you find ways to prove your residence.

☐ I can't provide evidence

☐ I confirm the documents uploaded are correct to the best of my knowledge

## Upload proof

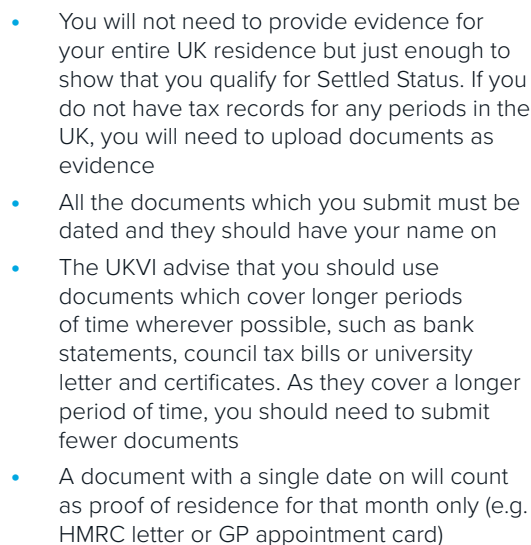
Upload 1 document at a time and then add the dates that it covers

### Your uploads

[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)

*Assign dates*

## Setting the date range of uploaded documents



[← Back](#)

## What does your document cover?

Document name: [REDACTED]

☐ A single date  
☐ A date range

[Continue](#)

---

[Save and return later](#)

---

Document name: [REDACTED]

☐ A single date  
☒ A date range

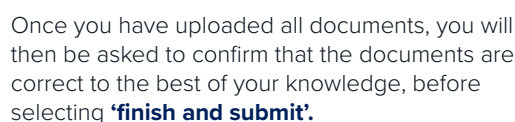
Start date  
For example, 10 2011  
**Incorrect date format**  
Day  
XX

Month	Year
09	2009

End date  
For example, 12 2012  
**Incorrect date format**  
Day  
XX

Month	Year
01	2013

Confirm documents are correct



You can tell us if you can't provide evidence for some residence periods, or at all. A caseworker will contact you after you submit your application and help you find ways to prove your residence.

☐ I can't provide evidence

☒ I confirm the documents uploaded are correct to the best of my knowledge

Finish and submit

## STEP 11

Evidence of relationship  
with EU national



After you have received the initial assessment of your case, you will then need to provide evidence of your relationship to your EU Sponsor.

**If your sponsor has not applied, you must also provide evidence of their identity and that they've been resident in the UK for either:**

- **At least one day in the last six months, if you are providing evidence for Pre-Settled status**
- **The period they've been your sponsor, if you are providing evidence for Settled Status**

1. Take a scan or photo of your document.
2. Save the scan or photo somewhere you can easily find on your computer or device.
3. Upload your document. (Each document must be no more than 6MB in size. You can upload a maximum of 10 documents.)

[View or upload evidence](#)

### If you can't provide evidence

You can tell us if you can't provide evidence. A caseworker will contact you after you submit your application and help you find ways to prove your relationship to your sponsor.

☐ I can't provide evidence

☐ I confirm the documents uploaded are correct to the best of my knowledge

## STEP 12

Confirmation of  
submission



- **If you are not asked to send your ID document to the UKVI, please proceed to Part 3**

### Application submitted

Your application number is [REDACTED]

### How long it takes to receive a decision

To find out how long it's taking us to make decisions at the moment, see our [current processing times for applications](#). This only gives an indication of how long it may take to get a decision. It may take more or less time, depending on the specific checks we need to do on your application.

### Applying for your family

You'll need your application number when you apply for a family member if they are one of the following:

- your under 21 child
- from a country outside the European Union (EU)

You don't need to give your application number to family members from the EU.

## STEP 12.1

Confirmation of  
application submitted - ID  
document required

If you were not able to scan your passport, you will be asked to send your identity document to the UKVI.

- **The UKVI do advise that they will undertake the identity check as soon as they receive your passport and should therefore take five to seven working days**
- **You should ensure that your document is sent by recorded delivery and you should write your application number on the front of the envelope**
- **We would advise that you include a pre-paid envelope so you can track the return of your document**

### Send your identity document

**1** We need to check your document before we can start your application.

Send your identity document and application number to:

PO Box 2075  
LIVERPOOL  
L69 3PG

It's best to send your document by recorded delivery. Write your application number on the front of the envelope.

We only use this address to receive identity documents. We will not respond to any correspondence sent to this address.

### Returning your documents

We'll return your document by Royal Mail 2nd class signed for delivery. If you would like it returned a different way, include a pre-paid envelope with your document.

### How long it takes to receive a decision

To find out how long it's taking us to make decisions at the moment, see our [current processing times for applications](#). This only gives an indication of how long it may take to get a decision. It may take more or less time, depending on the specific checks we need to do on your application.

# PART 3: Proof of submission and outcome of application

## CERTIFICATE OF APPLICATION



## PAYMENT RECEIPT



- Shortly after submitting your application, you will be sent a Certificate of Application by the UKVI. This will confirm receipt of your valid application.

### CERTIFICATE OF APPLICATION

This certificate of application confirms receipt of your valid application under the EU Settlement Scheme. You will receive a decision shortly.

You can continue to rely on any rights you have as an EU citizen, or as the family member of an EU citizen.

If you have any queries about your application, information about how to contact us can be found on the Gov UK website at: <https://eu-settled-status-enquiries.service.gov.uk>.

If you have sent us your passport or identity document, you will receive it back shortly. You should not make any travel plans until it is returned to you.

### Note for employers

A person who has applied under the EU Settlement Scheme may already have a right to work in the UK on the basis of EU law.

An EU citizen can demonstrate this with their EU passport or national identity card. A non-EU citizen can demonstrate their right to work in the UK with a biometric residence document.

If a non-EU citizen does not have a biometric residence document, you can request information about their right to work by using the e-form which can be found by following this link: [www.immigrationstatuscheck.service.gov.uk/employers/](http://www.immigrationstatuscheck.service.gov.uk/employers/).

Further information about the Employer Checking Service and the responsibilities of employers can be found at: [www.gov.uk/employee-immigration-employment-status](http://www.gov.uk/employee-immigration-employment-status).

### Processing times

- The Government have advised that applications are currently taking around one month to process (once all documents have been received)
- However, processing times cannot be guaranteed and they will vary depending on the specific circumstances of an individual's case

Dear [REDACTED]  
Here's the payment receipt for your application to stay in the UK after it leaves the EU.  
Applicant name: [REDACTED]  
Application number: [REDACTED]  
Payment date: 22-01-2019  
Amount paid: £65.00  
Worldpay payment number: [REDACTED]  
Sign in to complete your application at <https://apply-for-eu-settled-status.homeoffice.gov.uk>. You will need the travel document ID you submitted during your application to log in with.

## OUTCOME OF APPLICATION



## LOGGING IN TO MANAGE AND VIEW YOUR STATUS

- Once a decision has been made on your application, you will receive an email from the UKVI and you will also be provided with a decision letter as an attachment to the email. You will not receive a physical document.
- You can view your status via your profile as soon as you get a decision on your application.

In your decision letter you will be given the link to the login page to manage your status but it is also provided here: <https://www.gov.uk/view-prove-immigration-status>

You can go to your online profile to:

- View your status
- Understand your rights
- Update your details

You will also be able to prove your rights to others online (e.g. future employers).

## How to access your online profile:

- You can view your status online by entering the number of the ID document you used in your application and your date of birth.
- A single-use code will be sent to your mobile phone number or email address that you provided in your application so you can access your profile (similar to online banking).
- You do not need a username or password
- You will need to keep your details up to date to access your online profile. If your contact details or identity document change, you will be able to update this information through your online profile.
- You may be required to post your new passport to the Home Office before your details are updated

**you have settled status**

**This has been granted under the EU Settlement Scheme**

**Details**

This means you can continue to live and work in the UK, and have access to public funds and services as you do now.

There is no limit on how long you can stay in the UK.

Find out more about [pre-settled and settled status](#).

**Using and proving your status**

**Keeping your details up to date**

Your personal details are taken from your application to stay in the UK after it leaves the EU.

**Proving your rights**

Until 31 December 2020 (the end of the EU exit implementation period) you can still show your identity documents to prove your rights in the

**What it means for you**

We will update this page with more about your rights under settled status when more information is published on GOV.UK.

## Proving right to work in the UK

- When you log on to your online profile, you will be able to send proof of your status in the UK to any future employer, under the 'Proving your rights' section.

At the moment, we are awaiting clarity from the government in respect of the documents that you will need to provide to your employer. We understand that until 30 June 2021 you will be able to rely upon your EU passport or if you are a non-EU national, your biometric residence card to prove your Right to Work. If you have already provided this, you should not be required to provide this again. This may change and we recommend that you liaise with your HR as and when required.
- Once you press continue, your prospective employer will receive an email containing the specific share code for you and a link to the website where they can carry out the right to work check. The share code will be valid for one month.
- They will then be able to view your status.

## Share with an employer

Employer's email address

Continue

# Troubleshooting

If you do face any technical issues when you are submitting your application, you can contact the EU Settlement Resolution Centre. They are open from Monday to Friday between 8:00am and 8:00pm, excluding public holidays and on Saturday and Sunday between 9:30am and 4:30pm. The telephone numbers are as follows:

- **Inside the UK:** 0300 123 7379.
- **Outside the UK:** 0203 080 0010.

They will likely ask you for your full name and they may also ask for your one or two of the answers to the security questions which you provided before you submitted the application. When you lodge any technical issue, the resolution centre should call you within five working days to ask whether it has been rectified

## APPLYING FROM OUTSIDE OF THE UK

Applications under the EU Settlement Scheme can be filed from overseas, using the app to check your identity and to verify that you're entitled to apply from outside of the UK. If you're an EU, EEA or Swiss citizen, you must use your current valid biometric passport or national identity card with a biometric chip. If you are unable to scan your identity document via the app, you may be required to send the document by post (provided that the local laws allow you to do so).

If you're not an EU, EEA or Swiss citizen, you must use your UK residence card with a biometric chip. If you are unable to scan your document via the app, please let your immigration adviser know, so they can advise further, as you are unable to send your document by post.

Further information can be found here: <https://www.gov.uk/guidance/eu-settlement-scheme-applying-from-outside-the-uk>



# Annex

## EVIDENCE THAT COVERS LONGER PERIODS OF TIME

These documents cover a time period between two dates, and are intended to cover periods of longer than one month.

- Annual bank statement or account summary, showing at least six months of payments received or spending in the UK
- Employer letter confirming employment, and evidence that the employer is genuine (for example, their Companies House number)
- A P60 for a 12-month period - your P60 shows the tax you've paid on your salary in the tax year (6 April to 5 April). We may ask you for additional evidence to confirm that you were resident here for at least six months of that period.
- A P45 showing the length of your previous employment. You should get a P45 from your employer when you stop working for them.
- Council tax bills
- Letters or certificates from your school, college, university or other accredited educational or training organisation showing the dates you enrolled, attended and completed your course
- Invoices for fees from your school, college, university or other accredited educational or training organisation and evidence of payment
- Documents showing a UK address from a student finance body in England, Wales, Scotland or Northern Ireland or from the Student Loans Company
- Residential mortgage statements or rental agreements and evidence of payment
- Letters from a registered care home confirming your residence there
- Employer pension contributions
- Annual business accounts of a self-employed person

## EVIDENCE THAT COVERS SHORTER PERIODS OF TIME

These documents count as evidence for one month if they have a single date on. They will cover a longer period of time if they have a start and end date:

- Bank statements showing payments received or spending in the UK
- Payslips for a UK-based job
- Water, gas or electricity bills which show a UK address
- Landline or mobile telephone, TV or internet bills showing a UK address
- Domestic bills, such as for home repairs, vet's services or insurance, and evidence of payment
- Cards or letters from your GP or other healthcare professionals confirming appointments you have made or attended
- Letters from government departments, other public services or charities that show you dealt with them on a particular date or for a particular period (for example Job Centre Plus or Citizens Advice)
- Passport stamps confirming entry at the UK border
- Used travel tickets confirming you entered the UK from another country
- Invoices for work you have done in the UK and evidence of payment

## DOCUMENTS YOU CANNOT USE AS EVIDENCE

The documents you use should be from an official or impartial source. You therefore cannot use:

- Photos and videos
- Letters or references from family and friends
- Greeting cards, for example birthday cards
- Postcards sent or received
- Personal scrapbooks



# FRAGOMEN

## MORE ABOUT FRAGOMEN

To learn more about how we can help you with your immigration needs and challenges, please visit: [www.fragomen.com](http://www.fragomen.com).

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