



APPLICATION FOR A REGISTRATION CERTIFICATE

To be used by European Economic Area (EEA) or Swiss nationals residing in the UK and their EEA or Swiss national family members.

Please note it is not mandatory to complete this application form. However it will assist in dealing with your application more efficiently if this form is used. Please read the guidance notes at the front of this form before making your application.

Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.

There is no fee for an application on this form.

For information about other EEA forms, see page 4.

If you need help in completing this form telephone 0845 010 5200

Applications on this form may be made by post or in person at our Croydon Public Enquiry Office. To apply in person, you must book an appointment in advance with Croydon PEO. You can do so online at: <https://ukbabooking.homeoffice.gov.uk>

If you apply by post you must send your application to the following address:

UK Border Agency
European Applications EEA1
PO Box 306
Dept 110
Liverpool
L2 0QN

WORKING TOGETHER TO PROTECT THE PUBLIC

This form is
to be used for
applications
made on or after
20 June 2011

FORM EEA1: GUIDANCE NOTES

There is no legal requirement for EEA or Swiss nationals to obtain a registration certificate to confirm their right of residence in the UK. Any EEA or Swiss national applying for a registration certificate does so on an entirely voluntary basis.

1. WHO CAN APPLY ON THIS FORM

EEA or Swiss nationals exercising Treaty rights in the UK can apply for a registration certificate on this form. You may include your family members in the application if they are EEA or Swiss nationals. See part 14 of these notes for information about Treaty rights.

Although Switzerland is not a member state of the EEA the agreement between the European Community, its member states and the Swiss Confederation on the free movement of persons gives similar rights of residence to Swiss nationals and their family members. Any further reference on this form to EEA nationals includes Swiss nationals.

You and any family members included in the application must be in the UK to apply.

2. RELEVANT UK LEGISLATION

The relevant legislation for applications on this form is the Immigration (European Economic Area) Regulations 2006. You can find it on our website at www.ukba.homeoffice.gov.uk and also obtain a copy from HMSO.

3. WHEN TO APPLY

You may apply at any time during your stay in the UK.

4. ENSURING YOUR APPLICATION IS COMPLETE

Your application could be delayed if it is incomplete. To avoid that, please ensure that you do the following:

- apply on the current version of form EEA1
- provide photographs of yourself and any dependants applying with you in the format specified in the separate UKBA guidance
- provide all relevant documents specified in the form
- complete every section of the form as required.

We reserve the right to decide your application on the basis of the information and documents provided. It is important, therefore, to provide an explanation if you cannot give us all relevant information or documents when making your application.

Depending on the facts of each case and where appropriate, UKBA may make an unannounced home visit. Equally, the Agency may prosecute the appropriate party if evidence of deception is

discovered related to this application.

5. COMPLETING THE FORM

Please use a black pen to complete the form, and write names, addresses, and similar details in capital letters.

In the applicant's details and other sections where you give personal details and addresses, leave an empty box between each name and each part of the address.

Please note that we always use the personal details in an applicant's passport or identity card for official purposes, including any registration certificate issued if the application is successful.

Take care to complete all sections as required. You must enclose a letter of explanation if you are unable to complete any part of the form because you do not have the required information.

If you need help with any of the questions you can seek advice by telephoning 0845 010 5200.

6. PHOTOGRAPHS

You must provide the following photographs:

- Two identical passport-size colour photographs of yourself with your full name written on the back of each one.
- Two identical passport-size colour photographs of any family members applying with you with their full name written on the back of each one.

The photographs you provide must be in the format specified in the separate photograph guidance.

Please ensure that you place the photographs in a small sealed envelope attached to section 1 of the form as instructed there – and without any staples, clips, pins or anything else which could mark the photographs.

The photograph(s) provided will be reproduced in your and your family members' registration certificate(s) if the application(s) is/are successful.

7. DOCUMENTS

Documents provided with the application must be originals. Copies of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank) or by a notary.

The reason for not being able to provide the

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original document must be explained in a covering letter. We are unlikely to be able to grant your application without the original document where there is no valid reason.

Any documents which are not in English must be accompanied by a reliable English translation. Make sure passports are signed.

8. APPLYING BY POST – THE ADDRESS

The address to which you must post an application on form EEA1 is:

UK Border Agency
European Applications EEA1
PO Box 306
Dept 110
Liverpool
L2 0QN

Posting to any other address will delay it.

Please also use this address for any other correspondence about your application.

If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Please make sure that you keep the Recorded or Special Delivery number.

PLEASE NOTE: If you require your valuable documents to be returned to you by secure post you should enclose a pre-paid self-addressed Royal Mail Special Delivery or Recorded Signed For Delivery envelope with your application. The pre-paid self-addressed envelope should be sufficient to accommodate the size and weight of your documents and be insured to the appropriate level for the value of your documents. If this is not enclosed your documents will be returned to you using Royal Mail 2nd class post. Please consult Royal Mail's website at www.royalmail.com for further information.

9. APPLYING IN PERSON

Applications on form EEA1 may be made in person at our Public Enquiry Office (PEO) in Croydon but not at any of our other PEOs.

To apply in person you must book an appointment in advance with Croydon PEO. You can do so online at <https://ukbabooking.homeoffice.gov.uk/>. If you make one for some time ahead, please check that the application form you use is still valid on the day of your appointment.

The address of the Croydon PEO is:

Public Enquiry office
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

For up-to-date information on opening times and services, please check the PEO pages on our website or phone the number above.

10. DECISION TIMES

For information on the current processing times for applications for registration certificates on form EEA1, see the 'Applying under European law' page on our website.

11. CONTACTING US AFTER YOU HAVE APPLIED

If you need to contact us after you have applied, please do so as instructed below.

To send us more information about your application, write to the address in part 8 and give the following details in your letter:

- The applicant's full name, date of birth and nationality.
- Any Recorded or Special Delivery number.
- The date on which the application was posted or made in person.
- The Home Office reference number if you have one.

We generally advise that you should not make any travel plans until we have returned your passport. However if you need your passport because you have to travel urgently and unexpectedly, call 0845 010 5200 and provide the personal and other details listed immediately above.

12. OBTAINING ANOTHER FORM

You can obtain all the EEA application forms via the UKBA website www.ukba.homeoffice.gov.uk.

13. TELEPHONE ENQUIRIES

For enquiries about immigration and related matters, you can call our Immigration Enquiry Bureau on 0870 606 7766.

14. YOUR RIGHT TO RESIDE IN THE UK

EEA nationals have a right to reside in the UK for longer than 3 months if they are exercising a Treaty right in one of the following ways:

- Worker
- Self-employed
- Student
- Economically self-sufficient (including retired people)
- Jobseeker
- Incapacitated

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The following nationals may exercise Treaty rights in the UK:

Austria	Belgium
Bulgaria**	Cyprus*
Czech Republic	Denmark
Estonia***	Finland
France	Germany
Greece	Hungary
Iceland	Irish Republic
Italy	Latvia***
Liechtenstein	Lithuania***
Luxembourg	Malta
Netherlands	Norway
Poland	Portugal
Romania**	Slovakia
Slovenia	Spain
Sweden	Switzerland (but see part 1 of these notes)

* A document issued by the Turkish Republic of Northern Cyprus does not establish that the person is an EEA national. Only a document issued by the Republic of Cyprus stating that the holder is a national of the Republic of Cyprus establishes that the person is an EEA national and accordingly entitled to free movement within the European Union (EU).

** Bulgaria and Romania joined the EU on 1 January 2007. Guidance and application forms for Bulgarian and Romanian nationals are to be found at <http://www.ukba.homeoffice.gov.uk/work-in-the-uk/>

*** Alien passports are issued to persons of Russian origin who moved to the Baltic States, Estonia, Latvia and Lithuania, when they were part of the former Soviet Union. They are not regarded as being citizens and therefore the Estonian, Lithuanian, and Latvian authorities issue them with alien passports.

Although they look very similar, alien passports are not proof of EEA nationality.

15. OTHER EEA FORMS

The other EEA forms are:

EEA2 for residence card applications by non-EEA national family members of EEA nationals.

EEA3 for permanent residence applications by EEA nationals and their EEA national family members.

EEA4 for permanent residence applications by non-EEA national family members of EEA nationals.

16. CHOOSING AN IMMIGRATION ADVISER

If you use the services of an immigration adviser, take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers.

Their website at www.oisc.gov.uk contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner
5th Floor
Counting House
53 Tooley Street
London
SE1 2QN

Telephone: 0845 000 0046

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on 0870 606 2555 or visit their website at www.sra.org.uk.

The address and telephone number for any complaints about a solicitor are:

Legal Complaints Service
Victoria Court
8 Dormier Place
Leamington Spa
Warwickshire
CV32 5AE

Telephone: 0845 608 6565

17. COMPLAINTS ABOUT OUR SERVICE

If you wish to make a complaint about our service, please refer to the complaints page on our website for detailed information about how to do so.

If you are unable to access the website or if you need further advice after reading the information on the complaints page, please telephone our contact centre on 0845 010 5200.

18. DATA PROTECTION NOTICE

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to carry out their functions.

We may also use the information provided by you for training purposes.

SECTION 4 - RETAINED RIGHT OF RESIDENCE IN THE UK

You must complete this section if you are applying for a registration certificate because your EEA national family member has died or left the UK. You must also complete section 5, 6, 7 or 8 (whichever is applicable) to show how your EEA national family member was exercising treaty rights.

4.1 Reason for having a retained right of residence in the UK. Please tick relevant box:

EEA national family member has died
(Answer only 4.2 to 4.6)

EEA national has left the UK
(Answer only 4.7 to 4.11)

4.2 Date your EEA national family member died:

day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>

4.3 Are you a child or grandchild of the EEA national who has died? If no go to 4.4. If yes, go straight to 4.5

Yes No

4.4 Are you the parent with custody of a child or grandchild of the EEA national family member who has died?

Yes No

4.5 Was the child or grandchild attending an educational course immediately before the EEA national family member died and do they continue to attend such a course?

Yes No

4.6 Please give details in the box below of which educational establishment they are attending. You must also provide evidence of this such as a letter from the school or college. Then go to section 5.

4.7 Date your EEA national family left the UK:

day	month	year
<input type="text"/>	<input type="text"/>	<input type="text"/>

4.8 Are you a child or grandchild of the EEA national who has left the UK? If no go to 4.9. If yes, go straight to 4.10

Yes No

4.9 Are you the parent with custody of a child or grandchild of the EEA national family member who has left the UK?

Yes No

4.10 Was the child or grandchild attending an educational course immediately before the EEA national family member left the UK and do they continue to attend such a course?

Yes No

4.11 Please give details in the box below of which educational establishment they are attending. You must also provide evidence of this such as a letter from the school or college. Then go to section 5.

SECTION 8 - OTHER QUALIFIED PERSON

Complete this section only if the EEA national exercising Treaty rights is economically self-sufficient, retired, seeking work or temporarily incapacitated.

Please tick the relevant box below to show the basis on which you/your EEA national family member are applying for a registration certificate and provide the documentary evidence requested.

8.1 Economically self-sufficient

Evidence of comprehensive sickness insurance and funds sufficient to maintain yourself and any family members included in this application during the time you intend to reside on this basis. These funds can come from the employment or self-employment of any of your family members residing in the UK with you. Documentary evidence of their employment or funds should be supplied. Evidence that you are in receipt of a pension if you are retired.

8.2 Seeking work

Evidence of your unemployment such as letters from your last employer showing how long you were employed for and whether your unemployment was involuntary or voluntary. Evidence that you have registered as unemployed with Jobcentre Plus or a recruitment agency. Evidence of seeking work e.g. copies of application forms or letters of rejection or invite to interview from potential employers. Evidence of vocational or academic qualifications.

8.3 Unemployed and undertaking vocational training

Evidence such as letters from your last employer showing whether your unemployment was involuntary or voluntary. Evidence of the vocational training you are doing and whether it is related to your previous employment such as a letter from the training provider.

8.4 Temporary incapacity

A consultant's letter or medical report confirming temporary incapacity. If the incapacity is likely to be permanent you should complete an EEA3 form.

SECTION 9 - PERSONAL HISTORY

If you have answered yes to question 9.6 to 9.11 on the previous page, you should give further details in the space provided below. If you need more space, 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 on 020 7840 6464 or by obtaining a free copy of their leaflet on 020 7840 6427.

DEFINITIONS

For the purposes of answering questions 9.6 to 9.11 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/ukpga_20010017_en_1 or purchased from The Stationery Office (telephone 0870 600 5522). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any family members who are applying with you.

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 offenses 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 damages to property, or is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned in terrorism

An organisation is concerned in 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.

SECTION 10 - PHOTOGRAPHS

You must provide the relevant photographs specified below. They must be in the format specified in the separate UKBA photograph guidance. If they are not, they may be rejected as unacceptable and you will have to provide others which are acceptable. This will delay consideration of your application.

Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

- Two recent identical colour passport-size photographs of yourself with your name written on the back of each one. Please see the guidance notes for information on what types of photograph are acceptable.
- Two recent identical colour passport-size photographs of each dependant included in section 2 and applying for an extension of stay in the UK with you, with their name written on the back of each one.

SECTION 11 DOCUMENTS

For your application to be complete, you must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant box(es) to show the documents you are providing. The documents must be originals. Any which are not in English must be accompanied by a reliable English translation.

The evidence relating to sections 5 to 8 listed below is evidence of the EEA national who is exercising Treaty rights in the UK. Even if you are applying on the basis of being a family member of an EEA national who is not applying for a registration certificate at this time you must provide evidence of how they are exercising Treaty rights.

Please note that in some cases, we may have to ask for other documentation in addition to those specified in this form.

- Your current passport or ID card and that of your EEA national family member who is exercising Treaty rights in the UK if they are not applying on this form.** If you last entered the UK on a previous passport or ID card, please also provide this document if you have it. If you do not have a passport or ID card, you must provide another form of identity.
- The current passport(s) or ID card(s) of each family member** included in section 2 for whom a registration certificate is required. If they do not have a passport or ID card, you must provide another form of identity.
- If Section 4 (Retained Rights) has been completed:** evidence as applicable such as your EEA national family member's death certificate or proof they have left the UK. Proof of a child or grandchild attending an educational course.
- If section 5 (employment) has been completed:** this can include contracts of employment, letter(s) from your employer(s) confirming your employment or your most recent wage slips (at least one) should be provided. These should feature a full National Insurance Number rather than a temporary one.
- If section 6 (self-employment) has been completed:** this can include evidence to show you are self-employed, e.g. a lease on business premises, Inland Revenue self-assessment forms, business bank statements, invoices or receipts or National Insurance contributions.
- If section 7 (students) has been completed:** Evidence of a school, college or university letter confirming enrolment on a course of study, evidence of comprehensive sickness insurance (see section below on comprehensive sickness insurance) and evidence of funds available to you such as a bank statement, a document confirming the receipt of a grant or scholarship, or a declaration of sufficient funds.

SECTION 11 - DOCUMENTS (continued)

If section 8 (economically self-sufficient, jobseeker or incapacitated) has been completed:

- Evidence of comprehensive sickness insurance for the EEA national exercising Treaty rights and any family members included in the application (see section below on comprehensive sickness insurance). Evidence of funds to show you are economically self-sufficient, e.g. a bank statement. If these funds come from a family member, evidence of their employment or funds should be supplied. Evidence to show you are retired, e.g. document(s) confirming the receipt of a pension.
- Evidence of your unemployment such as letters from your last employer. Evidence that you have registered as unemployed with Jobcentre Plus or a recruitment agency. Evidence of seeking work e.g. copies of application forms or letters of rejection or invite to interview from potential employers. Evidence of vocational or academic qualifications.
- Evidence of involuntary/voluntary unemployment such as letters from your last employer and of vocational training such as a letter from the training provider.
- Evidence to show you are temporarily incapacitated, e.g. a consultant's letter or medical report confirming temporary incapacity having previously been in employment or self-employment.

As evidence of comprehensive sickness insurance:

- You must provide either a private comprehensive sickness insurance policy document that covers for medical treatment in the majority of circumstances, or a European Health Insurance Card (EHIC). The EHIC is only valid when your stay in the UK is on a temporary basis. Therefore if you do provide your EHIC as proof of comprehensive sickness insurance you should also provide a covering letter stating whether it is your intention to stay in the UK on a temporary or permanent basis and your reasons for this. This must be signed and dated by you.

As evidence of relationships:

- For family relationships: marriage certificates, civil partnership certificates or birth certificates.
- For unmarried partners: proof that you are in a durable relationship. Generally this is proof that you have been in a subsisting relationship for two years or more, such as joint bank or building society statements, joint tenancy agreements, council tax bills or evidence that you are both paying utility bills at the property at which you reside.

As evidence of current residence in the UK by you and your family members:

- Proof of residence: this can include tenancy agreements, utility bills and bank statements. For children this could include letters from their school.

As evidence of dependency on your EEA national family member:

- For children and grandchildren over 21 and direct relatives in the ascending line: Evidence that the EEA national family member has sufficient funds to maintain you, and that you are, in practice, reliant on these funds to meet your needs such as for example, bank statements and evidence of money transfers.
- For more distant relatives such as cousins, nephews and nieces: Evidence that your EEA national family member was maintaining you before your admission to the UK and continues to do so. For example, bank statements and evidence of money transfers. Or that you were a member of the EEA national family household in the country from which they have recently come, and that you are members of the same household in the UK. For example, joint bank or building society statements, joint tenancy agreements, council tax bills or other evidence that you share and have shared the same address.

SECTION 12 – DECLARATION

Please read the declaration below and sign it. It should be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian should sign it.

I hereby apply for a registration certificate for myself and any EEA national family members listed in this form. The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of myself and any dependants applying with me, as named on the back of each photograph, and that I have had the opportunity to see the UK Border Agency (UKBA) photograph guidance.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions, and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

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 Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information can be used can be obtained on the UKBA website.

I understand that documents provided in support of this application will be checked for authenticity, and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the UK.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence to make a statement or representation which I know to be false or do not believe to be true, or to obtain, or seek to obtain a registration certificate by means which include deception.

Signed

Date

FINAL CHECKLIST

To ensure that your application is complete, please make the following checks before posting it. Tick each box that is relevant to your application.

Is EEA1 the right form for you and is it valid for use? See date on front page Have you completed all relevant sections of the form as specified?

Have you sent the documents and photographs specified in section 10 and 11 as listed above?

Current passport(s) or ID card(s) including those for family members Photographs

Proof of having retained right of residence (if applicable) All other relevant documents specified in section 11

Have you, or your parent/guardian if you are under 18, signed and dated the declaration in section 12? If you are unable to send us any of the documents specified in section 11 which are relevant to your application have you given an explanation and said when you will be able to send them?

Finally, please make sure that the application is addressed as shown below:

UK Border Agency
European Applications
EEA1
PO Box 306
Dept 110
Liverpool
L2 0QN