



## APPLICATION FOR A PERMANENT RESIDENCE CARD

To be used by non-European Economic Area (EEA) or non-Swiss nationals family members of EEA or Swiss nationals residing in the UK.

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.

Applications on this form may be made free of charge by post. If you apply by post you must send your application to the following address:

UK Border Agency  
European Applications EEA4  
PO Box 306  
Dept 110  
Liverpool  
L2 0QN

For information on other EEA forms please see page 4 of this form.

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

**EEA4**  
PERMANENT  
RESIDENCE  
CARD

Version 06/2011

## FORM EEA4: GUIDANCE NOTES

There is no legal requirement for non-EEA or non-Swiss national direct family members of EEA or Swiss nationals who are exercising Treaty rights in the UK to obtain a permanent residence card to confirm their right of residence in the UK. Any such non-EEA or non-Swiss national applying for a permanent residence card does so on an entirely voluntary basis. A non-EEA or non-Swiss national who is making an application as an extended family member (such as an unmarried partner or distant relative) must make an application for a permanent residence card to have their right of residence in the UK confirmed.

### 1. WHO CAN APPLY ON THIS FORM

Non-EEA family members of EEA or Swiss nationals exercising Treaty rights in the UK can apply for a permanent residence card on this form. You may include your family members in the application if they are also non-EEA nationals.

See part 13 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](http://www.ukba.homeoffice.gov.uk) and also obtain a copy from HMSO.

To acquire the right to reside permanently in the UK, you need to have resided here in accordance with the EU laws relating to free movement rights that were in force for a continuous period of 5 years.

### 3. WHEN TO APPLY

You may apply at any time after residing here for a continuous period of 5 years in accordance with the EU laws relating to free movement rights that were in force during the 5-year period.

### 4. ENSURING YOUR APPLICATION IS COMPLETE

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

- apply on the current version of form EEA4

- 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 permanent residence card 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

## FORM EEA4: GUIDANCE NOTES

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' permanent residence card(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 original document must be explained in a covering letter. We are unlikely to be able to grant your application without the original document.

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 EEA4 is:

UK Border Agency  
European Applications EEA4  
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](http://www.royalmail.com) for further information.

### 9. DECISION TIMES

- For information on the current processing times for applications for permanent residence cards on form EEA4, see the 'Applying under European law' page on our website.

### 10. 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.

### 11. OBTAINING ANOTHER FORM

You can obtain all the EEA application forms via the UKBA website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

### 12. TELEPHONE ENQUIRIES

For enquiries about immigration and related

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matters, you can call our Immigration Enquiry Bureau on 0870 606 7766.

### 13. 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

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 [www.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk).

\*\*\* From 1 May 2004 until 30 April 2011 nationals of Czech Republic, Estonia, Hungary, Latvia,

Lithuania, Poland, Slovakia and Slovenia (known as A8 countries) who wished to exercise their Treaty rights in the UK as a worker were required to register their employment under the Worker Registration Scheme (WRS) for a period of 12 months unless they were exempt.

If you are applying for a permanent residence card and your continuous 5-year period of residence in the UK in accordance with the regulations includes a period when your EEA national family member was required to be registered on WRS then you must provide evidence of this as stated in section 10. If you cannot show that they were registered as required then you will not be issued a permanent residence card.

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.

### 14. OTHER EEA FORMS

The other EEA forms are:

EEA1 for registration certificate applications by EEA nationals and their EEA national family members.

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.

### 15. 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](http://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](http://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

### 16. 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.

### 17. 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 permanent residence card because of a divorce, or 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:

Divorce/ annulment/  
dissolution of civil  
partnership. (Answer  
4.2 to 4.7)

EEA national family  
member has died.  
(Answer 4.8 to 4.12)

EEA national has  
left the UK. (Answer  
4.13 to 4.16)




4.2 Date of marriage:

4.3 Date the divorce/annulment/dissolution  
of civil partnership was finalised:

day month year

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day month year

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4.4 Have you been married for at least 3 years and lived in the UK  
for at least one of the three years?

Yes No



4.5 Do you have custody of your EEA national family member's  
child?

Yes No



4.6 Do you have a right of access to your EEA national family  
member's child where the access must take place in the UK?

Yes No



If you have answered yes to 4.5 or 4.6 please give the child's/children's name(s) and date(s) of birth in the box below if they have not been included in section 2.

4.7 Were you or a family member a victim of domestic violence or  
other difficult circumstances during the marriage or civil partnership?

Yes No



If you have answered yes to 4.7 please give further details in the box below. Continue on a separate sheet if necessary and enclose it with this form. Then go to 4.17.

4.8 Date your EEA national family member  
died:

4.9 Did you live in the UK for at least 12 months  
immediately before your EEA national family  
member died? If no go to 4.10. If yes go to 4.17.

day month year

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Yes No

## SECTION 4 – RETAINED RIGHT OF RESIDENCE IN THE UK (continued)

4.10 Are you a child or grandchild of the EEA national who has died? If no go to 4.11. If yes, go to 4.12

Yes	No
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

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

Yes	No
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

4.12 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
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

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.

4.13 Date your EEA national family member left the UK:

day	month	year

4.14 Are you a child or grandchild of the EEA national who has left the UK? If no go to 4.15. If yes, go to 4.16

Yes	No
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

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

Yes	No
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

4.16 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
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

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.

4.17 Are you or are you the family member of someone who is either (please tick):

A worker?	Economically self-sufficient?	Self-employed?	Temporarily unable to work through illness or accident?
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Involuntarily unemployed?	Unemployed and undertaking vocational training?		
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>		

## SECTION 4 – RETAINED RIGHT OF RESIDENCE IN THE UK (continued)

4.18 If you answered yes to 4.17 please give details below. The information and evidence you should provide is the same as in section 5 for workers, section 6 for self-employed persons and section 8 for economically self-sufficient persons. Please also state the name, date of birth and nationality of your family member (if applicable). Continue on a separate sheet if necessary and enclose it with this form.

## SECTION 5 – PERMANENT RESIDENCE DUE TO DEATH OF EEA NATIONAL FAMILY MEMBER

You must complete this section if you are applying for a document certifying permanent residence because your EEA national family member who was working or self-employed has died but you have been resident in the UK for less than 5 years. You must also complete section 6, to show how your EEA national family member was exercising treaty rights.

5.1 Date your EEA national family member died:

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

5.3 Had your EEA national family member lived in the UK for at least the 2 years immediately before they died?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

5.2 Were you living with your EEA national family member immediately before they died?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

5.4 Was your EEA national family member's death due to an accident at work or an occupational disease?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 6 – DETAILS OF THE EXERCISE OF TREATY RIGHTS FOR 5 YEARS

To qualify for permanent residence your EEA national family member needs to have continuously exercised a Treaty right in the UK for 5 years through employment, self-employment, study, economic self-sufficiency (including retirement) or permanent incapacity. If your EEA national family member has been supported by the employment or funds of another family member you may still qualify. The details given in this section must be supported by the documentary evidence in section 9.

If your EEA national family member has a document certifying permanent residence, please tick this box and go to section 7, otherwise please complete section 5 below.

6.1 Please tick one or more of the boxes below to show the way(s) in which your EEA national family member has exercised Treaty rights for the past 5 years and give relevant dates.

From

To

Employment	<input type="checkbox"/>		
Self-Employment	<input type="checkbox"/>		
Seeking work	<input type="checkbox"/>		
Economic self-sufficiency (including retirement)	<input type="checkbox"/>		
Study	<input type="checkbox"/>		
Permanent incapacity	<input type="checkbox"/>		
Temporarily incapacitated	<input type="checkbox"/>		
Unemployed or undertaking vocational training	<input type="checkbox"/>		

6.2 If your EEA national family member did not exercise Treaty rights for some or all of this period but were supported by the employment or funds of a family member, or if there are any other periods of time not accounted for in the above table, please give details below. Continue on a separate sheet if necessary and enclose it with this form

6.3 If your EEA national family member exercised Treaty rights in employment, self-employment or study, please give details below starting with the most recent if there is more than one employer and/or place of study. Continue on a separate sheet if necessary and enclose it with this form.

Name and address of employer or place of study	From	Until	Type of business if self employed

## SECTION 7 – TIME SPENT OUTSIDE THE UK

To qualify for permanent residence you need to have resided in the UK continuously for 5 years. Time spent outside the UK which does not exceed 6 months in total in any year and absences due to special circumstances will not affect your period of residence.

7.1 Please give the date and place of your first arrival in the UK for yourself, your EEA national family member and any family members mentioned in section 2. Continue on a separate sheet if necessary and enclose it with this form.

Name	Date of first arrival			Place of first arrival
	day	month	year	

7.2 Please complete the table below for yourself, your EEA national family member and any family members mentioned in section 2 to show any time you have spent outside the UK during the 5 years continuous residence. If your EEA national family member has a document certifying permanent residence you only need to mention any absences they have had of more than 2 consecutive years since they received the document. When counting the number of days absent do not include the day of departure or the day of return. Continue on a separate sheet if necessary and enclose it with this form

Name of person(s) absent from the UK	Country or countries visited	Date of departure from UK	Date of return to UK	Number of days

7.3 If any of the absences mentioned above exceed 6 months in any year please explain below the reasons why you were absent from the UK. Continue on a separate sheet if necessary and enclose it with this form.



You should answer questions 8.6 to 8.11 below even if you have answered no to question 8.1. For help answering these questions, please see the definitions on the next page.

8.6 Have you or any family members who are applying with you ever been charged in any country with a criminal offence for which you have not yet been tried in court?

Yes

No

8.7 In times of either peace or war have you or any family members who are applying with you been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

Yes

No

8.8 Have you or any family members who are applying with you ever been involved in, supported or encouraged terrorist activities in any country?

Yes

No

8.9 Have you or any family members who are applying with you ever been a member of, or given support to, an organisation which has been involved in terrorism?

Yes

No

8.10 Have you or any family members who are applying with you 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

8.11 Have you or any dependants who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character?

Yes

No

If you have answered yes to questions 8.6 to 8.11 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 8.6 to 8.11 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](http://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 9 – 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 10 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.

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. 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, you must provide another form of identity.

The current passport(s) of each family member included in section 2 for whom a registration certificate is required. If they do not have a passport, you must provide another form of identity.

Your EEA national family member's current passport or ID Card. 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 Decree Absolute, Decree of Annulment, Certificate of Dissolution. Proof of residence in UK such as tenancy agreements, bank statements, utility bills. 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. Proof of custody or access rights such as a court order. Proof that you or a family member are either working, self employed or economically self-sufficient as below. Proof of domestic violence such as injunctions, court convictions or police cautions.

## SECTION 10 DOCUMENTS ( continued)

- For time spent in employment: this can include contracts of employment, letter(s) from your EEA national family member's employer(s) confirming your employment, P60s, or wage slips should be provided. These should feature a full National Insurance Number rather than a temporary one. If your EEA national family member was required to be registered on the Worker's Registration Scheme at any time during your 5-years continuous residence you must provide all of their worker's registration cards and certificates and proof of their employment with each employer named on the certificate and cards.
- For time spent in self-employment: this can include evidence to show your EEA national family member is self-employed, e.g. a lease on business premises, Inland Revenue self-assessment forms, business bank statements, accountants letter, invoices or receipts or National Insurance contributions.
- For time spent as a student: evidence of a school, college or university letter confirming your EEA national family member's enrolment on a course of study, evidence of comprehensive sickness insurance (see section below on comprehensive sickness insurance). Evidence of funds available to your EEA national family member such as bank statements, documents confirming the receipt of a grant or scholarship, or declaration of sufficient funds.
- For time spent as economically self-sufficient: this must include evidence of comprehensive sickness insurance for your EEA national family member and any family members included in your application (see section below on comprehensive sickness insurance) and of funds to show your EEA national family member is economically self-sufficient, e.g. a bank statement. If these funds come from another family member, evidence of their employment or funds should be supplied. Evidence to show your EEA national family member is retired, e.g. document(s) confirming the receipt of a pension.
- For time spent seeking work: this can include evidence of your EEA national family member's unemployment such as letters from their last employer. Evidence that they have registered as unemployed with Jobcentre Plus or a recruitment agency. Evidence of them 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.
- If your EEA national family member has stopped working or being self-employed due to permanent incapacity: this can include evidence to show they are permanently incapacitated, e.g. a consultant's letter or medical report confirming permanent incapacity along with proof of having previously been in employment or self-employment. You must also provide proof of them either residing in the UK for the 2 years immediately before they stopped work or being self-employed, or proof that their incapacity is as a result of an accident at work or occupational disease that entitles them to a pension paid in full or part by an institution in the UK.

## SECTION 10 DOCUMENTS( continued)

If your EEA national family member has stopped working or being self-employed due to early retirement or reaching state pension age: this can include proof that they have resided in the UK for at least the 3 years immediately before they retired and that they were working or self-employed for at least 12 months immediately before they retired.

If your EEA national family member has the right of permanent residence: your EEA national family member's document certifying permanent residence.

As evidence of comprehensive sickness insurance:

You must provide either a private comprehensive sickness insurance policy document that covered for medical treatment in the majority of circumstances, or a valid European Health Insurance Card (EHIC) that covered the 5-year period of residence in the UK.

As evidence of residence in the UK by you and your family members both currently and continuously over 5 years:

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

If your EEA national family member has a Document certifying permanent residence: proof that they have not been absent from the UK for more than 2 consecutive years since they gained the right of permanent residence. This can include tenancy agreements, utility bills and bank statements

As evidence of relationships:

For family relationships: marriage certificates, civil partnership certificates or birth certificates.

For unmarried partners: proof that you continue to be in a durable relationship. Such as joint bank or building society statements, joint tenancy agreements, council tax bills or evidence that you have both continued to pay utility bills at the property at which you reside.

## SECTION 11 – 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 permanent residence card for myself and any non-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 permanent residence card 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 EEA4 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 9 and 10 as listed above?

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

Worker registration card and all worker registration certificate(s)  All other relevant documents specified in section 10

Have you, or your parent/guardian if you are under 18, signed and dated the declaration in section 11?  If you are unable to send us any of the documents specified in section 10 which are relevant to your application have you given an explanation and said when you

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

UK Border Agency  
European Applications  
EEA4  
PO Box 306  
Dept 110  
Liverpool L2 0QN